Electric Quarterly Report Submission Software User's Guide

June 4, 2003

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Using EQR Submission Software

Introduction

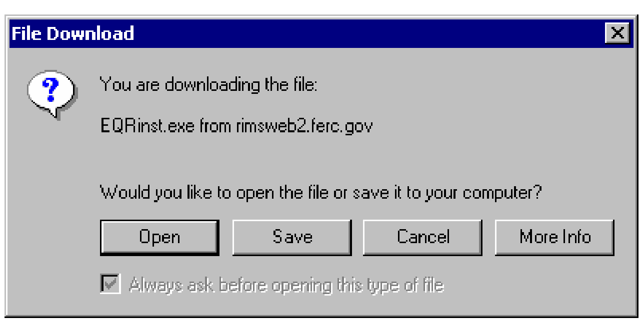
In Order 2001, the Federal Energy Regulatory Commission (FERC) requires that all public utilities (including power marketers) file the Electric Quarterly Report (EQR). In the EQR, which is filed via the internet, companies summarize the contractual terms and conditions in all their jurisdictional service agreements (including market-based power sales, cost-based power sales, and transmission service) and provide detailed transaction information for sales during the most recent calendar quarter.

The EQR submission covers all services the public utility provides in accordance with the following schedule: for the period from January 1 through March 31, file by April 30; for the period from April 1 through June 30, file by July 31; for the period July 1 through September 30, file by October 31; and for the period October 1 through December 31, file by January 31.

Downloading and Installing the EQR Software

The file used to install the software application on your workstation can be downloaded from FERC through an Internet connection. Data can be entered into the application manually or it can be imported into the system.

To begin downloading the EQR submission software, click on the "Electric Quarterly Report Submission System Download" link (located on the EQR web page at www.ferc.gov/Electric/EQR/eqr.htm) to obtain the software installation file. If you are installing the EQR application on a single workstation, select "Run this program from its current location" and the system will begin the installation.

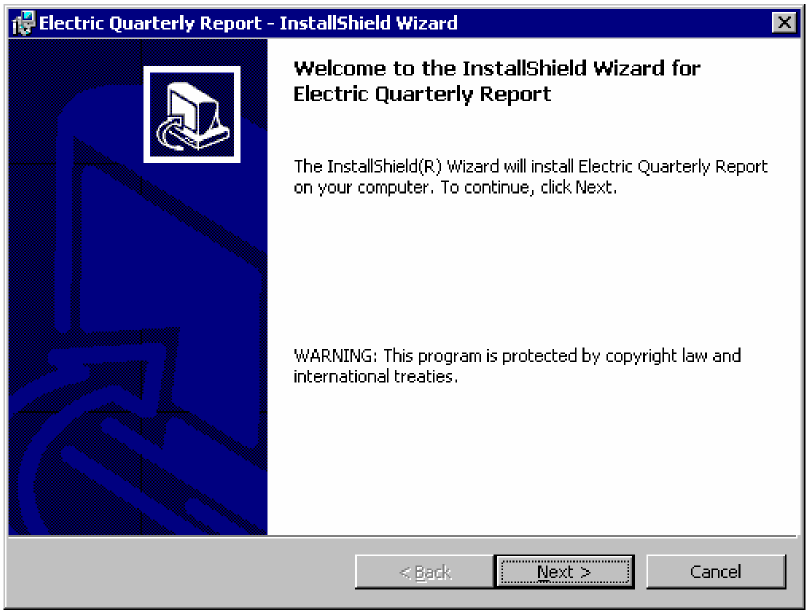


If you want to make multiple and/or subsequent installations, select "Save this program to disk." The installation file will be downloaded to a location that you specify and can then be used to make multiple/subsequent EQR installations. Be sure to note the location on the storage device to which you saved the file. After download, start the installation process by locating the file "EQRinst.exe" with Windows Explorer and double-clicking on the file name. If you install the EQR on multiple workstations, you can copy the installation file to a network drive and run it from that location for each workstation.

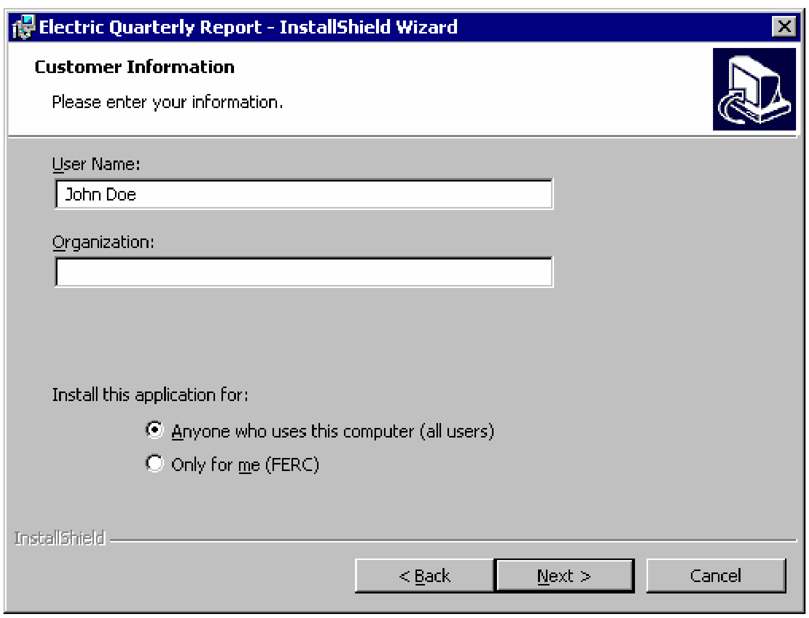
Performing EQR Software Installation

1. When Installation begins, the system displays the Security Warning dialog box. Select the Yes button.

The system then displays a standard Microsoft Software installation screen with application licensing agreement information. Note: FERC is authorized to distribute this software free of charge.



2. Select the Next button. The system displays the InstallShield Wizard for the Electric Quarterly Report software application.



3. Enter your User Name and Enter your Organization.

4. Select "Anyone who uses this computer" as the Install this application for value.

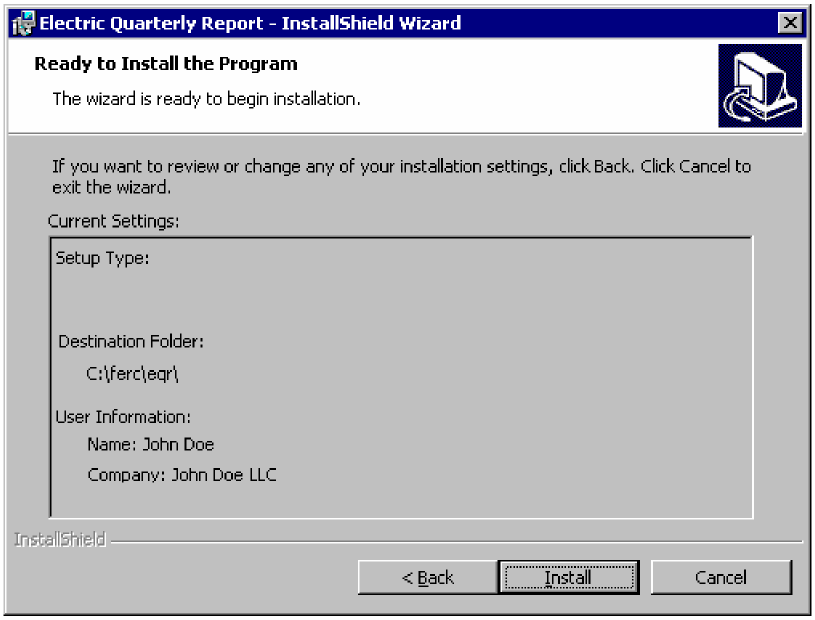
Notes: 1.) This may not appear on earlier versions of the Windows Operating system.

2.) For Windows 2000/XP systems, an administrator may be installing the software. Therefore, it should be set up so that other regular users on the PC will be able to run the program.

5. Select Next. The system presents the next InstallShield display, allowing you to designate a download destination. The setup program will suggest placement of the application in the FERC/EQR folder on your C drive. If the folder does not exist, setup will ask if you want to create it.

Note: FERC recommends that you not change the folder name or location (this will assist our ability to help resolve operations problems). However, some computer configurations have the C drive 'locked-down', which will not allow the EQR system to function properly, since after installation, files will be created, edited and deleted from the folder where the program is installed. In that case, change the destination to a location where you have been given complete access to folders.

6. Once you have changed or conformed the default Install to location, select the Next button. The system displays the Next InstallShield display, which summarizes the installation details and allows you to run the installation.



7. Select the Install button to run the EQR installation program. After the installation has completed, the system displays the InstallShield Wizard Completed message box. Select Finish to complete the installation and close the message box.

The installation process creates a program group called FERC Applications and a program item called Electric Quarterly Report.

Notes: The installation may instruct you to restart your computer. This is necessary for proper registration of certain components of the software.

Once the EQR Submission Software is installed at your site, the installation file is no longer needed and should be deleted. Do not save this installation file for future use.

Initial Operation and Setup of EQR Software

Once the EQR application installation is completed, you must set your communications options (if any) and obtain the initial download of your EQR database information. Note: This process only needs to be performed once. After the first time the database has been downloaded, all data entered is stored at the user's site (either on a local PC drive or on a network drive).

When you first start the software (by clicking the Electric Quarterly Report program item), the system displays the EQR Application's Splash Screen. Note: The version number displayed on the screen changes every time updates and changes are downloaded to your workstation.

Downloading your Initial EQR Database

If you are running the EQR application software for the first time, the system displays the Electric Quarterly Report Data Download screen, allowing you to download the appropriate data for the company or companies for which you file Electric Quarterly Report information.

To have your company included in the list of available companies and to receive a Personal Identification Number (PIN) for your submission, send an email to eqr@ferc.gov with "PIN Request" in the subject line. Include your company's full legal name in the body of the message. You will receive an email with the PIN Code (usually the same day). If you do not receive an email response within two business days, contact FERC On line Support at 866-208-3676.

If you filed Electric Quarterly Reports in prior quarters using the EQR software, you should have a copy of your EQR database on your network drive (or on your local drive for a single-user setup). You should use this database version instead of attempting to download a new database.

Notes: 1.) If you are using an existing database, refer to the procedure "Using a Database from a Previous Quarter."

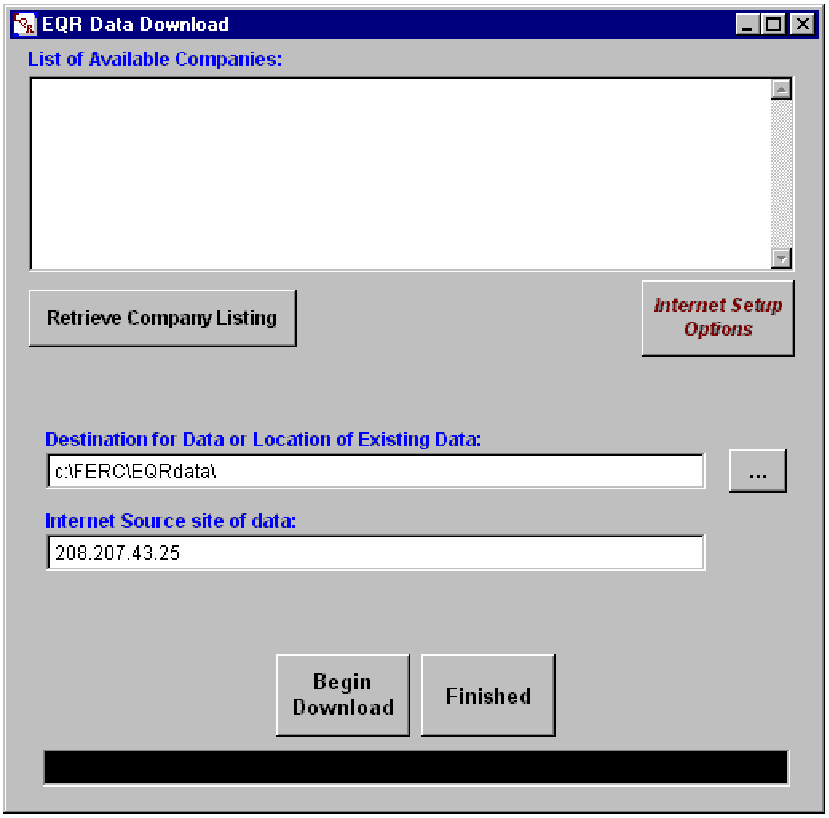
2.) Before downloading your Initial Electric Quarterly Report Database, select the "Internet Setup Options" button and set any of the options that apply to your Internet connection. These options, can be obtained from your Network/IT Support Personnel. In many cases, no changes are required.

To Download Company Data…

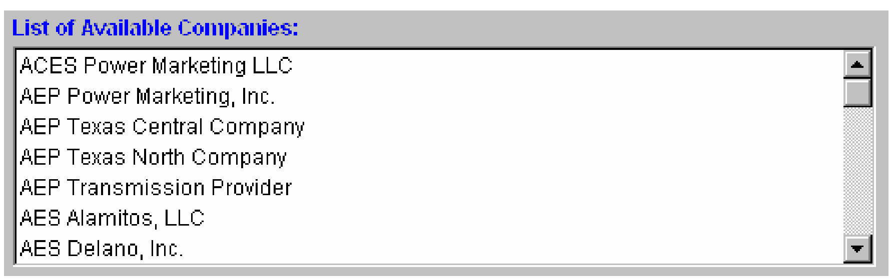
1. Determine a location for your EQR database. The box titled "Destination for Data or Location of Existing Data" shows a proposed default location for your Electric Quarterly Report Database.

Note – FERC Recommends Network Location of EQR Database: It is highly recommended that you choose a directory on a network drive for the Electric Quarterly Report Database for the following reasons: 1.) Storing the database on your network permits multiple users of the EQR software to work at the same time. If you desire having multiple users entering data, the database must be on a shared network drive accessible by all users. 2.) You will be protected from losing your work should your workstation have a malfunction since most system administrators back up network data regularly.

If you choose not to use a network drive for your database, you are at risk of losing all your work should something happen to the database because of hardware malfunction. Please consider the ramifications of this happening, and take appropriate action to protect your data.



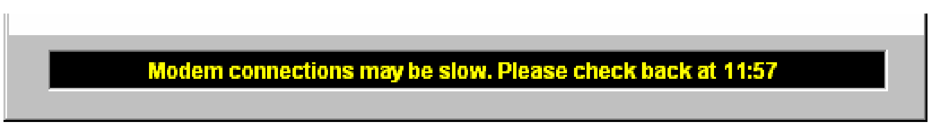
2. Select the "Retrieve Company Listing" button. The system retrieves a list of companies available for download from the FERC Server.



If you do not get the list, refer to EQR Troubleshooting procedures.

3. Select your Company name.

4. Select the "Begin Download" button. If the system encounters any delays or problems during the download process, a message will be displayed within the darkened display-only field along the bottom of the dialog box.



The system begins the download and notifies you when the download is complete by displaying the Download Complete message box.

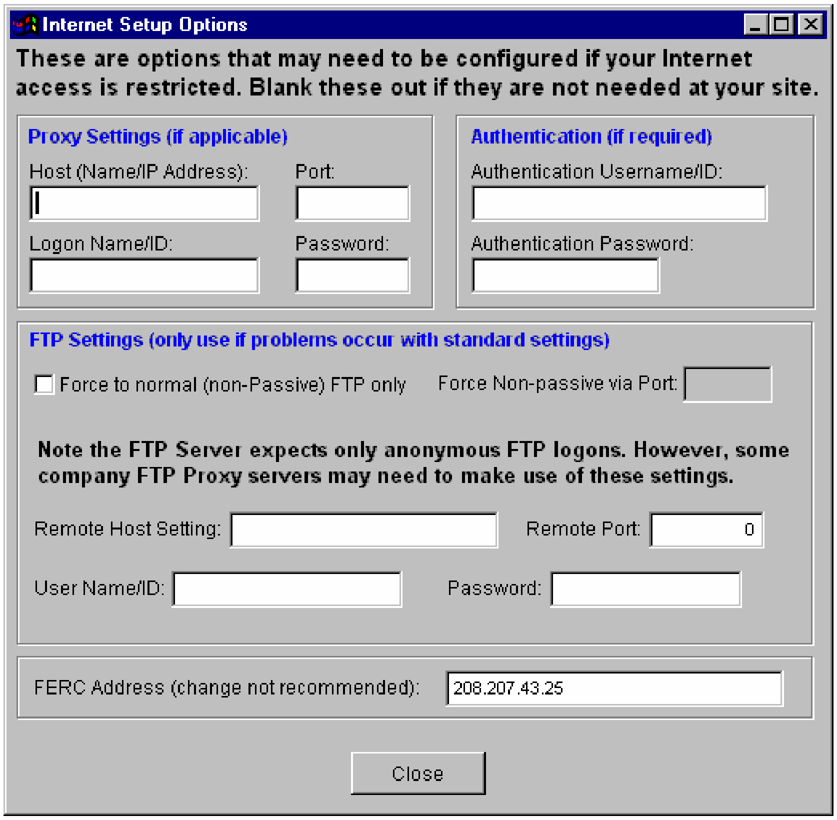
If you file for more than one company, you may now select a different company for download. Repeat the process by selecting another company name and selecting Begin Download again. Continue in this manner until you have downloaded company data for all of the companies for which you file. Once you have completed database download(s), select the Finished button. The system resumes the EQR system startup process.

Note: You only need to select your Company Name and download once. The next time you open the system, if you select your Company name again and download, you risk overwriting any changes you may have made to data previously submitted to FERC.

Internet Setup Options

The Internet Setup Options screen is displayed when you click on the "Internet Setup Options" button. Unless you are sure of what to place in these boxes, just leave them blank. If the software cannot communicate with the FERC Forms Server for updates, contact your network support personnel to determine what values belong in these boxes, if any.

Note: If you are having trouble downloading your EQR data, open the Internet Setup Options screen and ensure that the "Force to normal (non-passive) FTP" option is checked. Then restart the EQR application.



Configuring the EQR Application

The Options menu contains items that allow you to access the following program setup functions:

Set EQR DB Location: The database (DB) location is the same as the "Destination Location" that was specified in the data download screen. If the EQR database has been moved or copied (or perhaps the folder renamed), this option can be used to 'point' to another location. Only a folder that has the expected database files in it can be selected.

FERC Communications Setup: Selecting this item displays the Internet Setup options dialog box. If settings are changed, they will take effect the next time the program is executed.

Starting the EQR Application

Each time you start the EQR application, the system uses your Internet connection to check with the FERC server and determine if updated software is available. These application updates will be automatically downloaded to your workstation and installed during the startup process, ensuring your copy of the EQR software is the most current one.

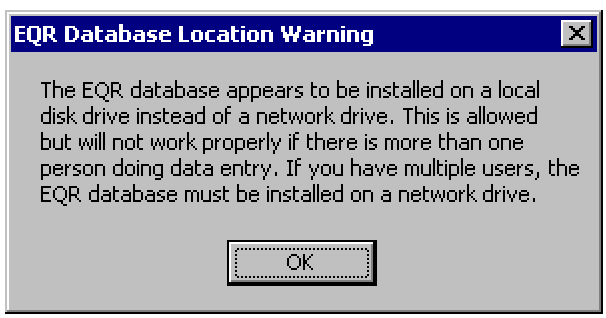
To Start the EQR Application…

Click on Start | Programs | FERC Applications | Electric Quarterly Report.

On initial startup, the system displays a splash screen that identifies the application version. This splash screen is displayed each time the application is started, and contains the system version number in the top right screen corner, as well as the title text "FERC Electric Quarterly Report," the FERC Seal, and a message display area. Pop-up messages are also periodically displayed as balloon text over the top-right corner of the splash screen during the startup process.

Display of Database Location Warning Message Box

If the database is located on a local drive (such as your workstation's C drive), the system displays the EQR Database Location Warning message box in front of the splash screen, with the following message presented as a reminder of the multi-user requirements of the EQR database file location.



In some rare cases, the system at the user site may have significant data problems. The most frequent cause of this is the accidental deletion of important data files. Therefore, it is very important that data be backed up on a regular basis. Network drives usually already have a backup process in place which is why it is recommended to place the database (e.g. Destination Location) on a network drive.

Startup Message Displays

The splash screen's message display area, in which the messages appear as red text, displays the following information during the startup sequence:

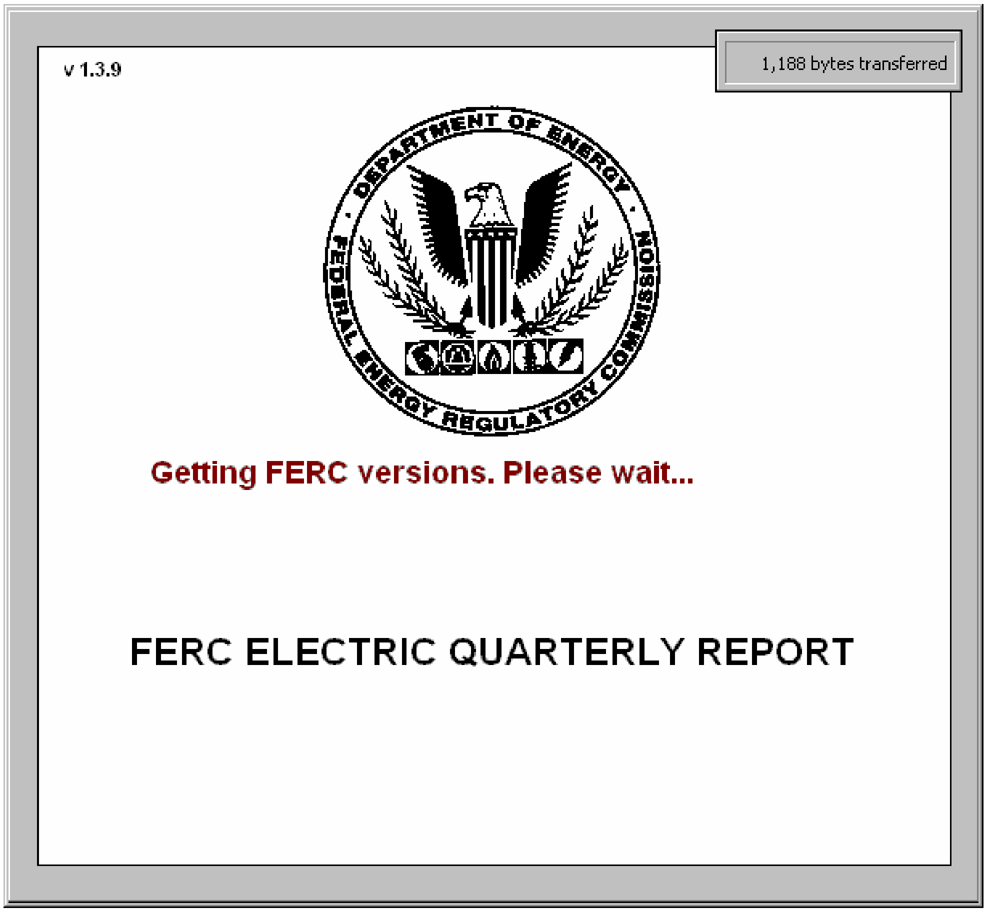
EQR version [Version Number]

Checking Data Download Status

Scanning for version updates…

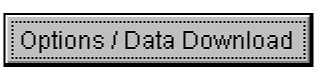
Getting FERC version. Please wait…

Note: This is accompanied by a balloon message displaying "[Number of] bytes transferred".



Display of the Options/Data Download button

The EQR Application Splash Screen also displays the Options/Data Download button in the bottom right screen corner for several seconds immediately after the user closes the EQR Database Location Warning Message Box.

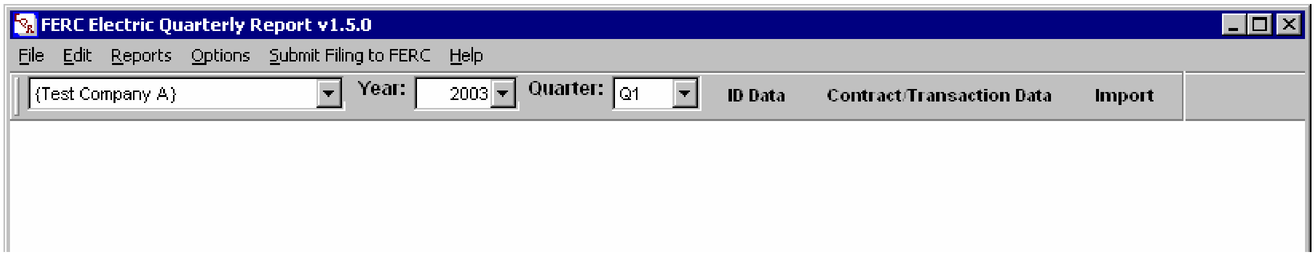


Selecting this button opens the application's Internet Setup Options dialog box. If not selected, the system continues with the startup process and automatically displays the EQR application window at the end of the startup process.

Designating Respondent and Filing Year/Quarter

Before you can enter data by manual or import method, you must first designate the respondent, filing year and filing quarter.

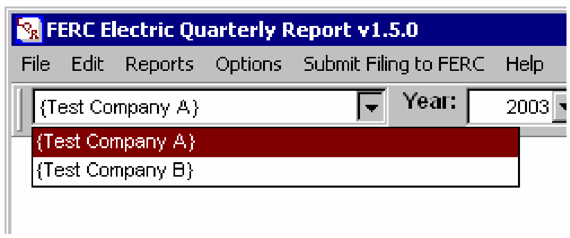
The EQR Application window displays the **title bar** with the application name and version number, the **menu bar** and the EQR application **tool bar**.



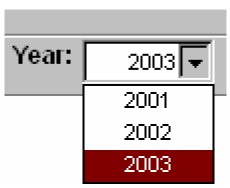
Top portion of EQR Application Window showing menu and tool bars.

To Designate Respondent , Filing Year and Filing Quarter…

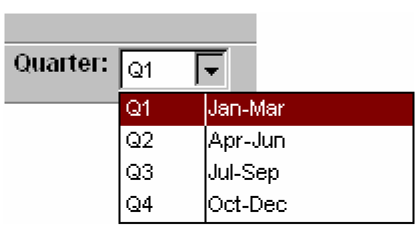
1. Select Respondent. Select the Respondent company name from the Respondent list box, the leftmost box displayed on the toolbar.



2. Select filing Year. Select the appropriate value for the filing year from the Year list box, displayed in the toolbar to the right of Respondent.



3. Select filing Quarter. Select the appropriate value for the filing quarter from the Quarter list box, displayed on the toolbar to the right of Year. For each Quarter value (Q1 through Q4), the list box also displays abbreviations for the months included in the quarter.



You are now set up to perform ID, Contract, and Transaction data entries. Or you may choose to use the Import function.

Notes: 1.) The system will retain the most recently selected Respondent/Year/Quarter values and will load these the next time you start the application. 2.) To import data, refer to the Import and Append instructions in this Guide.

Please be aware that the sequence of data or format may differ between the manual and the import methods of data entry.

Entering Respondent/Sellers/Agent Identification and Contact Data

Use the Identification and Contact Data screen to identify the Respondent, Sellers and Agent and to provide contact details. The *Respondent* is the public utility taking responsibility for making the filing. The *Agent* is the party that physically makes the filing. *Sellers* are public utilities that have tariffs and/or rate schedules on file at FERC. The Seller data entered on this screen will be used on the Contracts and Transactions Data screen.

In most cases, the Respondent, Sellers and Agent data will be the same. However, each must be identified. Detailed contact information is required for the Respondent. In many cases, the filing is on behalf of a single Seller, and the Respondent and Seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as sellers, a service company making a filing on behalf of affiliated sellers, or an RTO/ISO making a filing on behalf of its member utilities.

To Open the Identification and Contact Data Screen…

Select the ID Data button, which is located on the tool bar. The system presents the Identification and Contact Data screen with the Respondent tab displayed.

The Identification and Contact Data screen includes the Respondent Name as a display-only field, the DUNS number field, and the Contact Information field group. You can select the Copy Data from Previous Period button to automatically fill the ID Data screens with the previous quarter's data. (See the Copy Data from Previous Period section of this Guide.)

DUNS: Enter the Respondent Name's nine digit DUNS number, with no dashes. (REQUIRED)

Obtaining a DUNS Number

According to the Dun and Bradstreet Company "assignment of a DUNS number is absolutely free for,… all entities required to register with the federal government by a regulatory agency." FERC is a regulatory agency. Therefore,

-call the DUNS government dedicated, self-request line at: 1-866-705-5711. The process to request a DUNS number takes about 10 minutes; or,

-register for your DUNS number on the Dun & Bradstreet website: https://www.dnb.com. Please note that the registration via the web site may take approximately 14 days to complete. If you already have a DUNS number, the D&B representative will advise you of that over the phone.

Note: DUNS numbers are free only for regulated entities that must file with the government. Numbers for Customers you list in the EQR are available from Dun and Bradstreet for a fee.

Entering Respondent Contact Data

Enter Contact Information using the fields and controls of the Contact Information field group.

To Enter Respondent Contact Data…

Enter data using the following fields/controls:

1. Name: Enter the contact's complete Name. (REQUIRED)
2. Title: Enter the contact's Title (such as Contract Administrator and Regulatory Affairs Director).
3. Phone: Enter the contact's Phone number. (REQUIRED)
4. Address: Enter the contact's Address. (REQUIRED)
5. City: Enter the contact's City name. (REQUIRED)
6. State: Enter the contact's two character State or Province abbreviation. (REQUIRED)
7. Zip: Enter the contact's Postal Service ZIP code. (REQUIRED)
8. Country: Select the contact's Country name from the list box. (REQUIRED)
Valid Values: CA=Canada, MX=Mexico, US=United States.
9. Email: Enter the contact's E-Mail address. (REQUIRED)
10. Select the Save All Data button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

Entering Sellers Data

Display the Sellers screen by selecting the Sellers tab. You can then use the screen's fields/controls to add a seller and enter seller data. You must enter the Seller's name and DUNS number; contact information is optional.

Note: If the Seller is the same entity as the Respondent, select the Seller Same As Respondent button, located in the bottom right corner of the screen form. The system loads the values from the Respondent screen into the Seller contact fields.

To Add a Seller to the Sellers Grid…

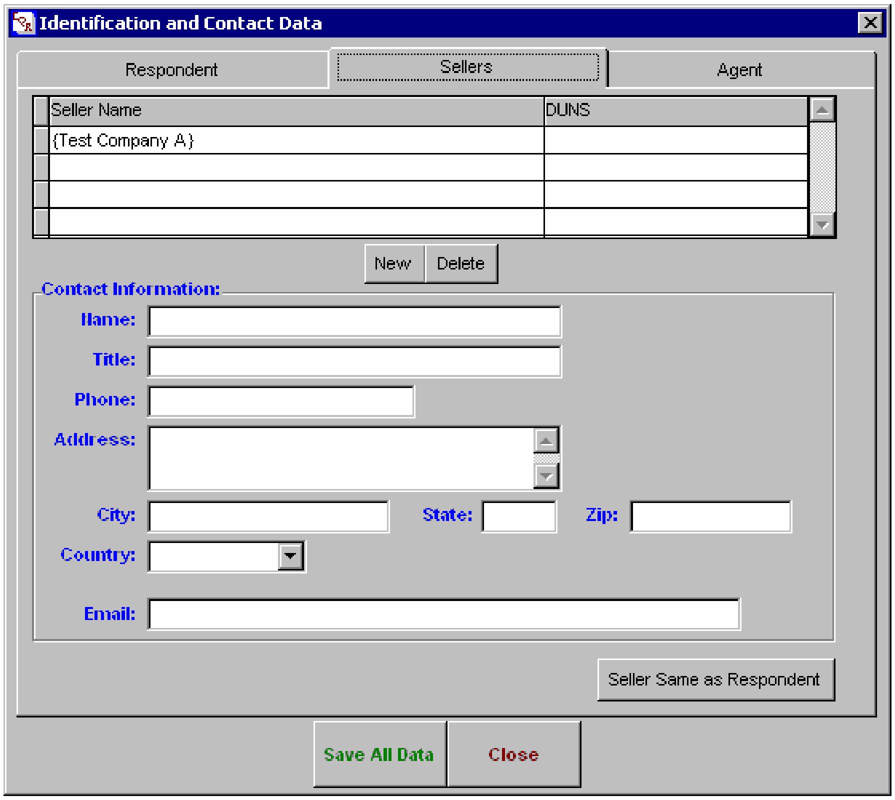
1. Select the New button, located immediately below the Sellers grid. The system activates the Sellers contact data fields and highlights the next available Sellers Name field within the grid.

2. Seller's Name: Type the Seller's name in the highlighted Seller Name field. (REQUIRED)

Note: Duplicate Sellers are not allowed.

3. DUNS: Enter the Seller's nine digit DUNS number with no dashes. (REQUIRED)

Note: In the rare instance that a seller has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.



Entering Seller Contact Data

Enter Contact Information using the fields and controls of the Contact Information field group, if desired.

To Enter Seller Contact Data…

Enter data using the following fields, located below the Sellers grid:

1. Name: Enter the contact's complete Name.
2. Title: Enter the contact's Title (such as Contract Administrator, Regulatory Affairs Director).
3. Phone: Enter the contact's Phone number.
4. Address: Enter the contact's Address.
5. City: Enter the contact's City name.
6. State: Enter the contact's two character State or Province abbreviation.
7. Zip: Enter the contact's Postal Service ZIP code.
8. Country: Select the contact's Country name from the list box.
Valid Values: CA=Canada, MX=Mexico, US=United States.
9. Email: Enter the contact's E-Mail address.
10. Select the Save All Data button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

To add additional Sellers, select the New button and repeat the process.

Deleting a Seller from the Sellers Grid

To Delete a Seller from the Grid…

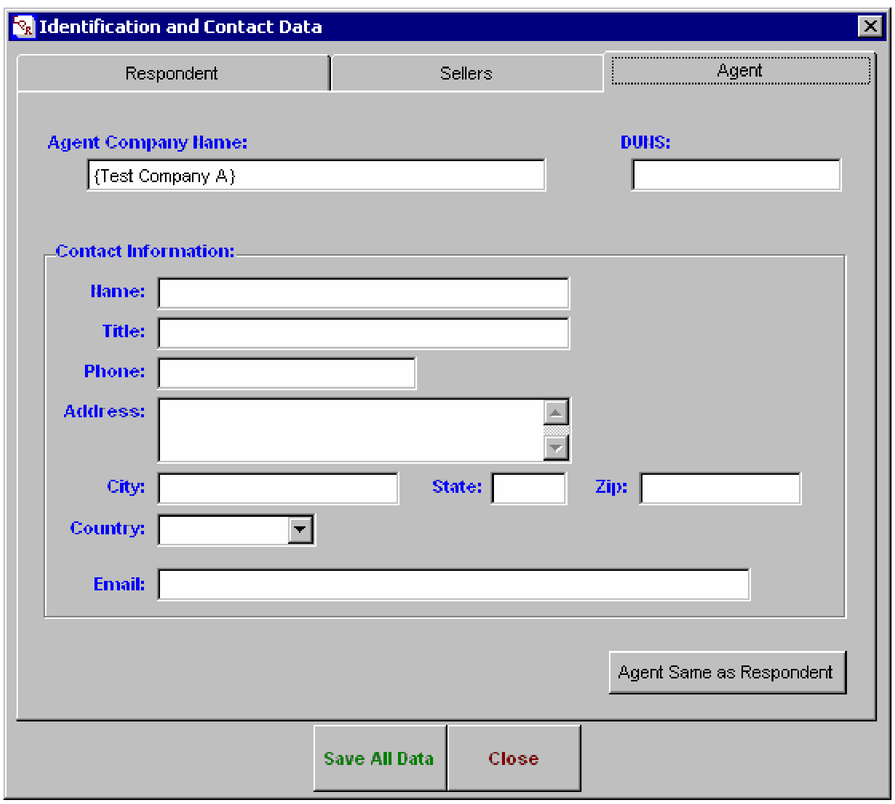
1. Select the desired Seller name within the grid.
2. Select the Delete button.

The system removes both the Seller and related contact data from the list.

Entering Agent Data

The Agent is the party that actually *physically* makes the filing. Display the Agent screen by selecting the Agent tab. You can then use the screen's fields/controls to add an agent and enter agent data. You must enter the agent name; other information is optional. However, it is recommended that contact information for the person who actually files the EQR be entered into the application. When an EQR is submitted to FERC, an email acknowledging receipt is sent to the Respondent and Agent contacts. Also, from time to time, emails are sent to EQR filers with notices of interest to submitters. The EQR email group is created form the email addresses listed in the EQR group of Respondent and Agent contacts.

Note: If the Agent is the same entity as the Respondent, select the Agent Same As Respondent button, located in the bottom right corner of the screen form. The system loads the contact field values from the Respondent screen into the Agent contact fields.



To Enter Agent Data…

1. <u>Agent Company Name</u>: Enter the Agent Company's name. Only one agent is allowed. (REQUIRED)
2. <u>DUNS</u>: Enter the Agent's nine digit DUNS number in the DUNS field, with no dashes.

Enter Agent contact information using the fields and controls of the Contact Information field group, if desired. Agent contact data is not mandatory, but may be useful if there are questions about the filing.

Enter data using the following fields, located below the Agent grid:

3. Name: Enter the Agent's complete Name.
4. Title: Enter the Agent's Title (such as Contract Administrator, Regulatory Affairs Director).
5. Phone: Enter the Agent's Phone number.
6. Address: Enter the Agent's Address.
7. City: Enter the Agent's City name.
8. State: Enter the Agent's two character State or Province abbreviation.
9. Zip: Enter the agent's Postal Service ZIP code.
10. Country: Select the Agent's Country name from the list box.
Valid Values: CA=Canada, MX=Mexico, US=United States.
11. Email: Enter the Agent's E-Mail address.
12. Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

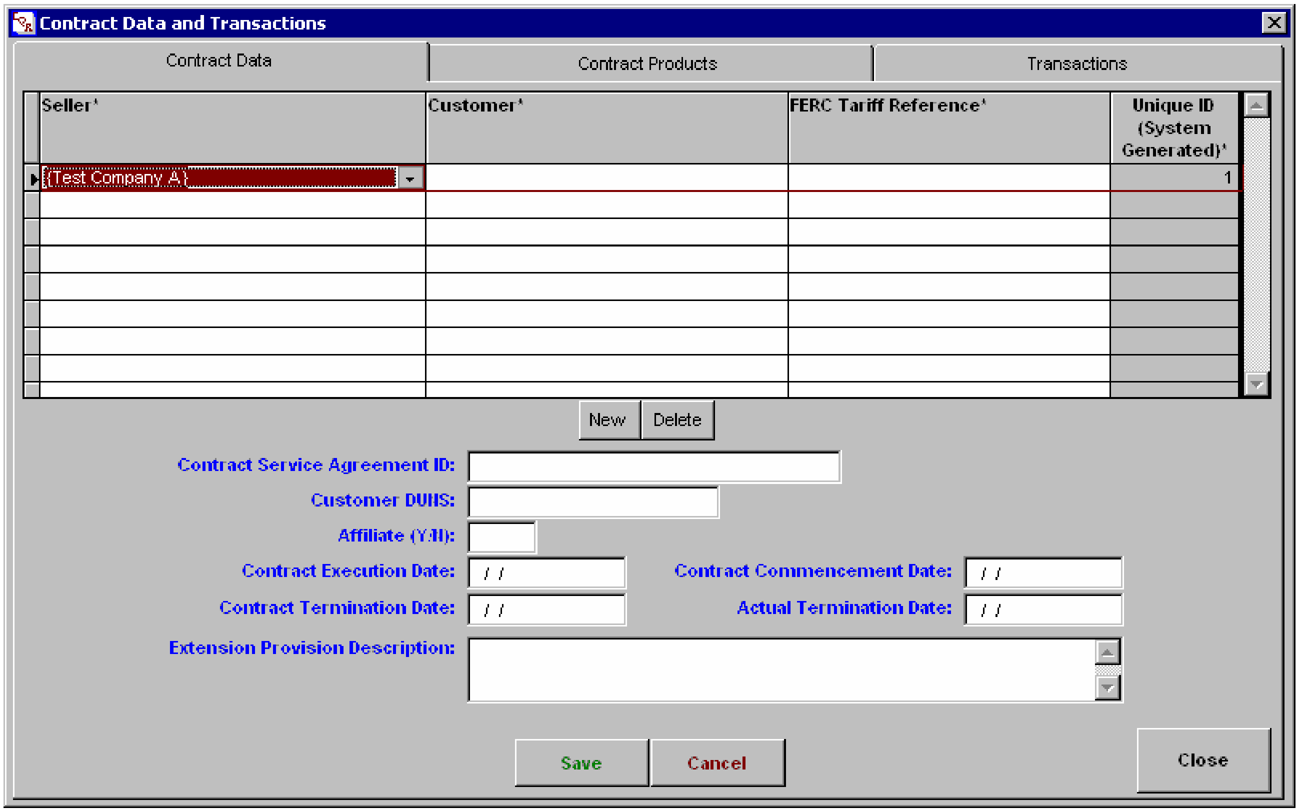
Entering Contract Data

Order 2001 eliminated the need for companies to submit to the Commission, in paper form, all contracts that conform to an approved standard form of service agreement. (Non-conforming contracts and service agreements must still be filed.) In addition, market-based rate service agreements no longer need to be filed on paper. Public utilities are now required to summarize the terms and conditions of all of their contracts and service agreements for all jurisdictional services (including market-based power sales, cost-based power sales, and transmission service) in the EQR.

Use the Contract Data and Transactions screen to enter contract data. The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transaction screen. You must have entered Seller data on the ID screen before you can enter any contract or transaction data for that Seller. You can then use the screen's fields/controls to add a contract and enter contract data.

The formatting and data entry instructions given in this section apply only to the manual entry of data.

Note: If you want to Import data, go to the Importing or Appending Data section of this guide, for data formatting and import instructions.



To Add a New Contract to the Contracts Grid…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select the New button, located immediately below the Contracts grid. The system highlights the next empty Seller field within the grid. The system generates a new Unique ID for the contract, as displayed in the last field of the new row.

3. Seller: Click on the Seller field. Select a value from the displayed list of Seller's that you have entered or imported. (REQUIRED)

4. Customer: Select the Customer field to place the system's focus. Type the name of the customer. (REQUIRED)

5. FERC Tariff Reference: Select the FERC Tariff Reference field to place the system's focus. Type the contract's FERC tariff reference number. (REQUIRED)

Note: The FERC tariff reference should list the tariff and/or rate schedule approved by the Commission. For independent power marketers, this is likely "Rate Schedule No. 1," the rate schedule authorizing sales at market based rates. Examples of other appropriate entries are listed on the example templates on the FERC's web site at www.ferc.gov/electric/eqr/EQR-dataspec.xls. A FERC Docket Number is not a valid FERC Tariff Reference.

Entering Contract Data

Enter contract data using the fields and controls of the Contract Data tab's field group. After the initial filing, most filers will want to use the Contract data from the previous quarter, and then make additions or changes as appropriate. (See the Copy Data from Previous Period section of this Guide).

To Enter New Contract Data…

Enter data using the following fields:

1. Contract Service Agreement ID. The Contract Service Agreement ID is an alpha-numeric identifier unique to each contract and service agreement. It may be the number assigned by FERC for those service agreements that have been filed with and approved by the Commission, or it can be an internal numbering system devised by the utility. The filer must be able to readily identify and produce a contract based on the Contract Service Agreement ID. (REQUIRED)

2. Customer DUNS: Enter the customer's nine digit DUNS number, with no dashes. (REQUIRED)

Note: In the rare instance that a customer has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.

3. Affiliate: Is the contract with a company affiliate? Valid Values: Y=Yes or N=No. (REQUIRED)

4. Contract Execution Date: Enter the Contract Execution Date, the date the contract was signed. If the parties signed on different dates, or there are different contract amendments, use the latest date signed as the contract execution date. Use standard Date/Time format for manual entry (MMDDYYYY). (REQUIRED)

5. Contract Commencement Date: Enter the Contract Commencement Date, the first date the contract was effective - frequently the first date of service under a contract. Use standard Date/Time format for manual entry (MMDDYYYY). (REQUIRED)

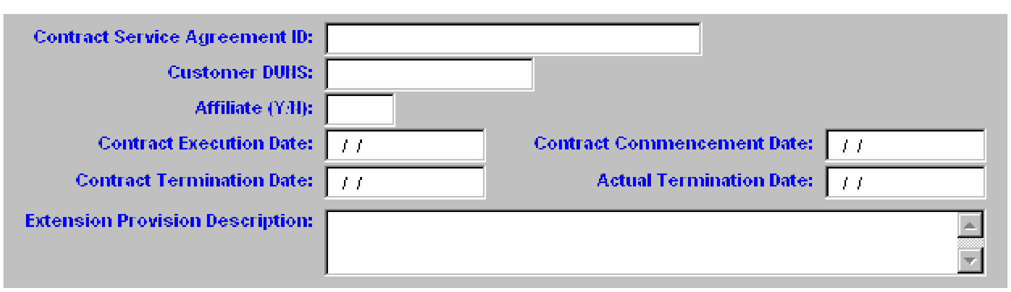
6. Contract Termination Date: The date specified (if any) in the contract on which the contract will expire. Use standard Date/Time format for manual entry. (MMDDYYYY). If there is no data, leave this field blank.

Note: *The **next** field is not a projected date and will only be filled out after the contract has been terminated.* If no actual termination has occurred, *leave this field blank.*

7. Actual Termination Date: Enter the date the contract actually terminated, normally within the reporting quarter. Use standard Date/Time format for manual entry. (MMDDYYYY).This could be the contract termination date, or any other date to which the parties agree.

8. Extension Provision Description: Enter descriptive text. Can be listed as None. (REQUIRED)

9. Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.



To Amend Contract Data…

Select the field that you want to change and type in the desired data.

Deleting a Contract from the Contract Grid

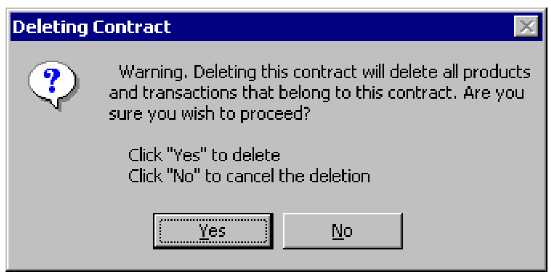
If a contract has been terminated or has expired during the previous quarter, the Actual Termination Date field should be filled with the termination date. Then, for the following quarter, the contract may be removed from the filing.

To Delete a Contract from the Grid…

1. Select the desired seller name within the grid.

2. Select the Delete button.

Once you confirm the delete, the system removes the contract and associated contract products and transactions from the list.



Entering Contract Products Data

The Contract Products area of the EQR describes the commodities or services available for sale or being agreed to in the contract. All contracts must include at least one contract product.

Use the Contract Data and Transactions screen to enter contract products data. However, *you must first select a contract from the Contract Data tab.*

Note: The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transaction screen. Similarly, the values entered on the Contract Data tab are used on the Contract Products tab.

Note: You must have at least one contract product for each contract you list.

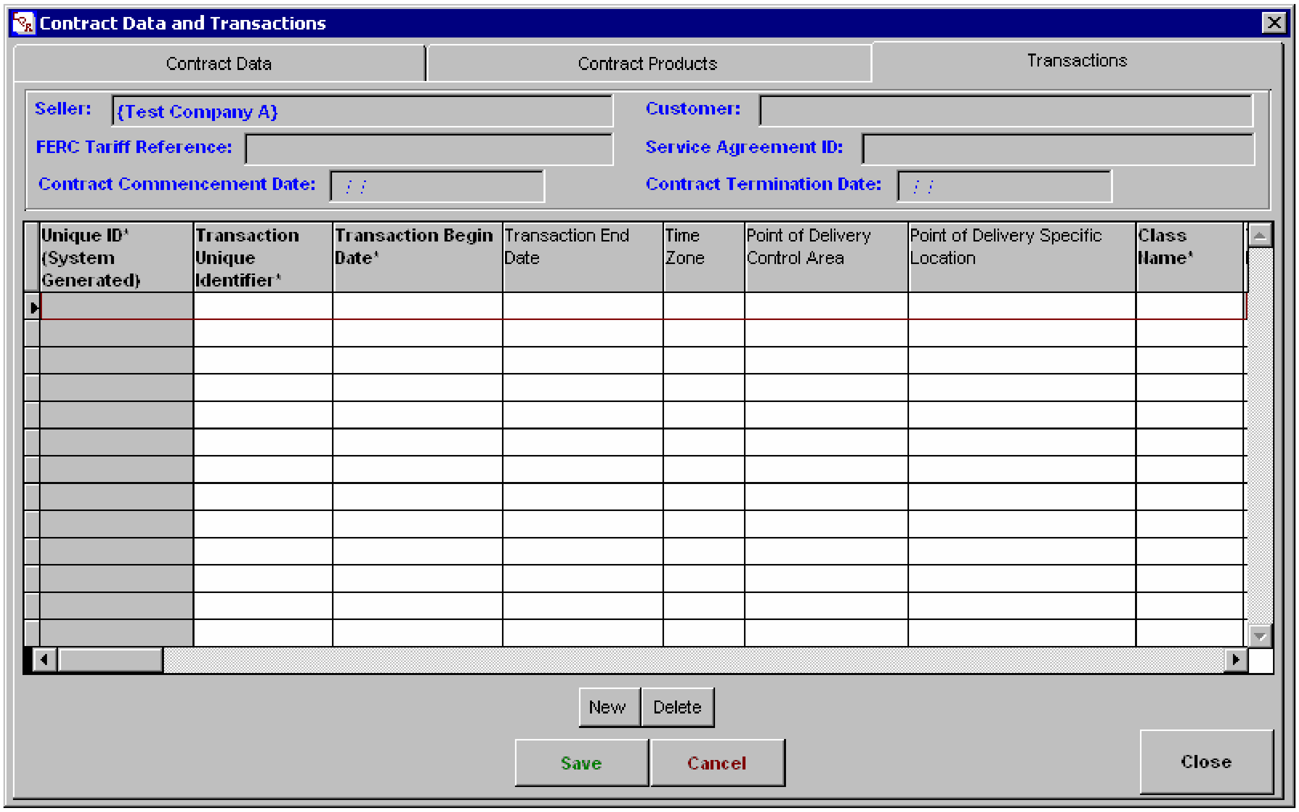
To open the Contract Products tab for a specific Contract…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Use the Contracts grid on the Contract Data tab to select a contract (if more than one exists).

3. Select the Contract Products tab. The system displays the Contract Products screen with the previously selected contract's data loaded into the display fields above the Contract Products grid. These display-

only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.



To Add A New Contract Product to the Contract Products Grid…

Select the New button, located immediately below the Contract Products grid. The system highlights the next empty Product Type Name field within the grid. The system generates a new Unique ID for the contract product, as displayed in the first field of the new row.

Note: The REQUIRED fields are mandatory in all cases. If the contract does not include information pertaining to a required field, enter "N/A" in the field. If information about the product exists within the contract, entry of this information is mandatory for that contract in accordance with Order 2001, even if a contract product field is not listed as REQUIRED. If there is no data for a field <u>and</u> it is not a required field, leave it blank.

To Enter Contract Product Data…

1. <u>Product Type Name</u>: Select a Product Type Name value using the pop-up list displayed when you click on the Product Type Name field. (REQUIRED)
Valid Values: CB = Cost-Based, MB = Market-Based, Other = Other, S = Services, T = Transmission.

2. <u>Product Name</u>: Select a Product Name value using the pop-up list displayed when you click on the Product Name field. (REQUIRED)

List Values:

BACK-UP POWER MUST RUN

BILLING SERVICE	NETWORK
BOOKED OUT POWER	NETWORK OPERATING AGREEMENT
CAPACITY	OTHER
COST-BASED POWER	PEAKING
CUSTOMER CHARGE	POINT-TO-POINT
DEMAND CHARGE	REACTIVE SUPPLY & VOLTAGE CONTROL
DIRECT ASSIGNMENT FACILITIES CHARGE	REAL POWER TRANSMISSION LOSS
DYNAMIC TRANSFER	REGULATION & FREQUENCY RESPONSE
ECONOMY POWER	RELIABILITY AGREEMENT
EMERGENCY ENERGY	RETURN IN KIND TRANSACTIONS BETWEEN CONTROL AREAS
ENERGY	SALE WITH EXCHANGE
ENERGY FURNISHED WITHOUT CHARGE	SCHEDULE SYSTEM CONTROL & DISPATCH
ENERGY IMBALANCE	SPECIALIZED AFFILIATE TRANSACTIONS
EXCHANGE	SPINNING RESERVE
FUEL CHARGE	STANDARDS OF CONDUCT
FUEL REPLACEMENT ENERGY	SUPPLEMENTAL POWER
GRANDFATHERED BUNDLED	SUPPLEMENTAL RESERVE
INDEXED PEAKING	SYSTEM BLACK START CAPABILITY
INTERCHANGE POWER	SYSTEM IMPACT AND/OR FACILITIES STUDY CHARGE(S)
INTERCONNECTION AGREEMENT	SYSTEM OPERATING AGREEMENTS
LOAD FOLLOWING	TRANSMISSION OWNERS AGREEMENT
MARGINAL PEAKING	UNIT CAPACITY
MEMBERSHIP AGREEMENT	UNIT POWER SALE

3. Class Name: Select a Class Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: F = Firm, N/A=Not Applicable, NF = Non-Firm, S = Secondary.

4. Term Name: Select a Term Name value using the pop-up list displayed when you click on the field (REQUIRED) Valid Values: LT = Long-Term, N/A=Not Applicable, ST = Short-Term.

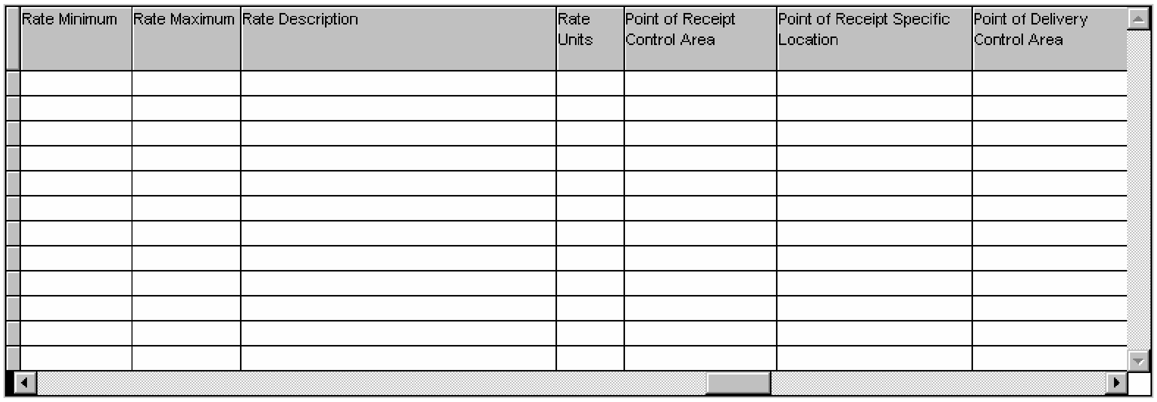
5. Increment Name: Select an Increment Name value using the pop-up list displayed when you click on the field (REQUIRED) Valid Values: 5x16, 5x8, 7x16, 7x8, D=Daily, H = Hourly, M=Monthly, N/A=Not Applicable, W = Weekly, Y = Yearly.

6. Increment Peaking Name: Select an Increment Peaking Name value using the list displayed when you click on the field. (REQUIRED) Valid Values: FP=Full Period, N/A=Not Applicable, Undefined, OP = Off-Peak, P = On-Peak, SH = Shoulder, UL = Ultra Peak.

7. Quantity: Enter a numeric value.

8. Units: Select a Units value using the pop-up list displayed when you click on the field. Valid Values: FLAT RATE, KV, KVA, KVR, KW, KWH, KW-DAY, KW-MO, KW-WK, KW-YR, MVAR-YR, MW, MWH, MW-DAY, MW-MO, MW-WK, MW-YR, RKVA.

Notes about Rates: 1) At least one of the next four rate fields (Rate, Rate Minimum, Rate Maximum, Rate Description) must completed. 2) If a rate is market-based, enter "market-based" in the Rate Description field. 3) If the service does not have a rate, enter N/A in the Rate Description field.



9. Rate: Enter a numeric value. (See Note above.)

10. Rate Minimum: Enter a numeric value. (See Note above.)

11. Rate Maximum: Enter a numeric value. (See Note above.)

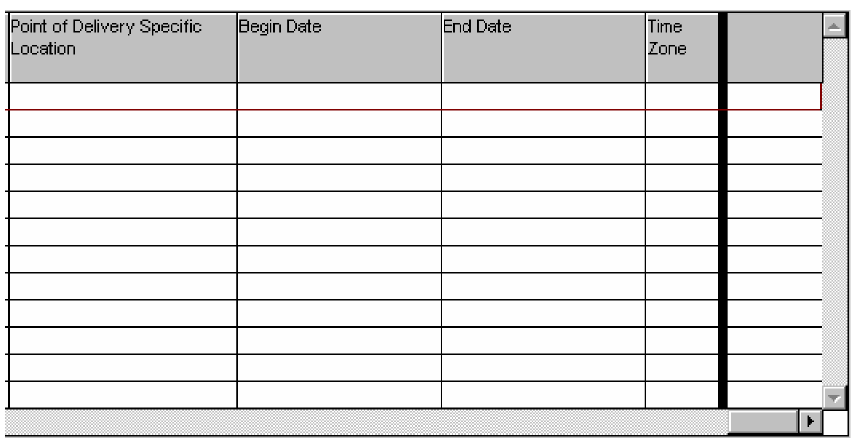
12. Rate Description: Enter descriptive text. (See Note above.)

13. Rate Units: Select a Rate Units value using the pop-up list displayed when you click on the field. Valid Values: $/KV, $/KVA, $/KVR, $/KW, $/KWH, $/KW-DAY, $/KW-MO, $/KW-WK, $/KW-YR, $/MW, $/MWH, $/MW-DAY, $/MW-MO, $/MW-WK, $/MW-YR, $/MVAR-YR, $/RKVA, CENTS, CENTS/KVR, CENTS/KWH, FLAT RATE.

14. Point of Receipt Control Area: Enter text.

15. Point of Receipt Specific Location: Enter text.

16. Point of Delivery Control Area: Enter text.



17. Point of Delivery Specific Location: Enter text.

18. Begin Date: Use standard Date/Time format for manual entry. (MMDDYYYYHHMM). See note and example.

19. End Date: Use standard Date/Time format for manual entry. (MMDDYYYYHHMM). See note and example.

Notes - Begin and End Dates: Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract. If all products listed begin and end on the contract commencement and termination dates, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. Do not enter N/A in date fields.

Example of Begin and End Date field(s) use: In a five-year energy sales contract with a different quantity and price specified for each year, the product (energy) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

20. Time Zone: Select a Time Zone value using the list displayed when you click on the field. (REQUIRED) Valid Values: AD = Atlantic Daylight, AP = Atlantic Prevailing, AS = Atlantic Standard, CD = Central Daylight, CP = Central Prevailing, CS = Central Standard, ED = Eastern Daylight, EP = Eastern Prevailing, ES = Eastern Standard, MD = Mountain Daylight, MP = Mountain Prevailing, MS = Mountain Standard, NA = Not Applicable, PD = Pacific Daylight, PP = Pacific Prevailing, PS = Pacific Standard, UT = Universal Time.

21. Select the Save button to retain the data, or select the Close button and then select No at the displayed dialog box to cancel.

Deleting a Contract Product From The Contract Products Grid

To Delete a Contract Product from the Grid…

1. Select the row containing the desired Contract Product from within the grid.

2. Select the Delete button. The system removes the Contract Product from the grid.

If transactions are associated with the contract product, the system will display a prompt advising you of this condition.

Entering Transactions Data

Transaction data should be filed for all power sales pursuant to 18 CFR Part 35 tariffs on file with the Commission. This includes cost-based and market-based rate sales. *Transmission transactions* related to power sales must be reported. Pure transmission sales unrelated to any power sale are not required to be reported

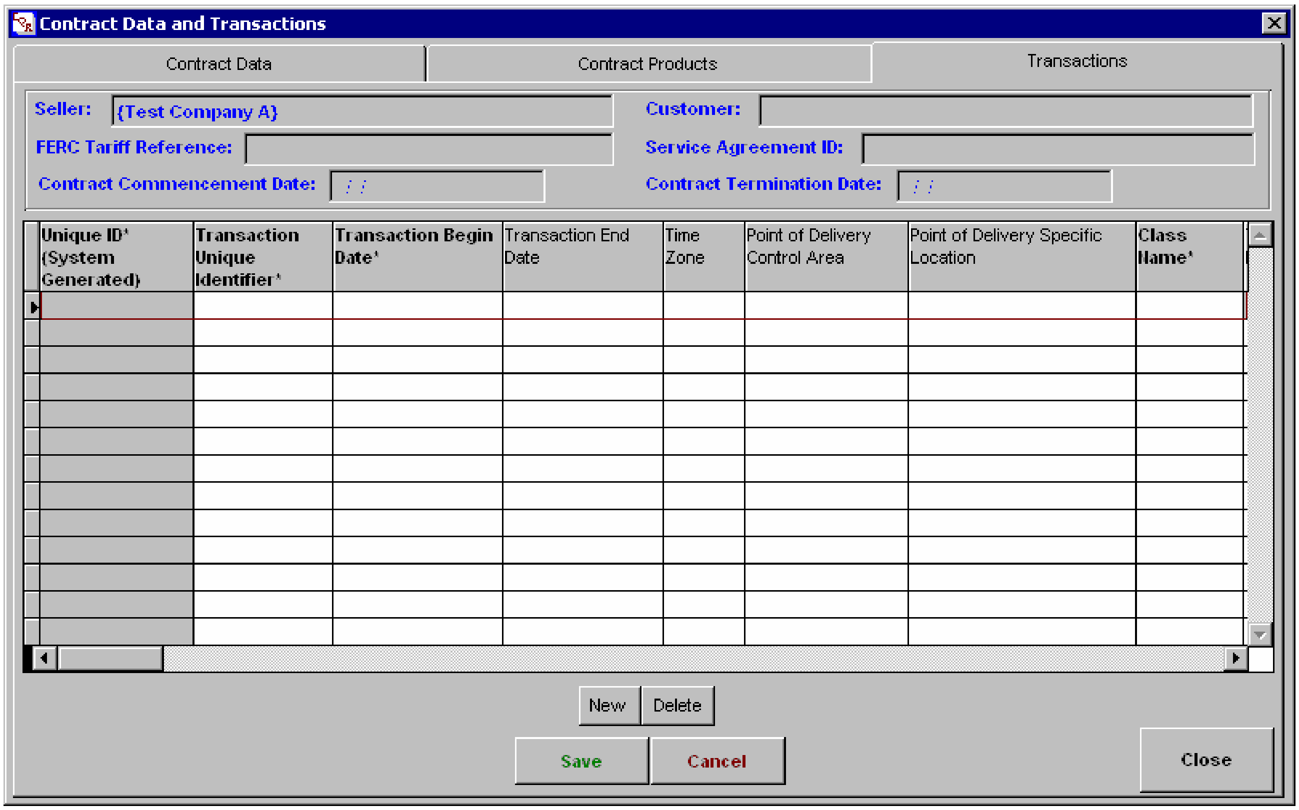
Use the Transactions tab on the Contract Data and Transactions screen to enter transaction data. However, you must first select a contract from the Contract Data tab. The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transactions screen.

To Open the Transactions tab for a specific Contract…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Use the Contracts grid on the Contract Data tab to select a specific contract (if more than one has been entered for the filing).

3. Select the Transactions tab. The system displays the Transactions screen with the selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.



To Enter Transaction Data…

The following information pertains only to manually entered data. For instructions on formatting data to be imported, see the Importing or Appending section of this guide.

1. Transaction Unique Identifier: Enter an alpha-numeric value. (REQUIRED) Each transaction should be given a unique identifier. All transaction products, sold under a single transaction, should have the same transaction identifier as the rest of the transaction components.

2. Enter a Transaction Begin Date: Use standard Date/Time format for manual entry. (MMDDYYYYHHMM). (REQUIRED)

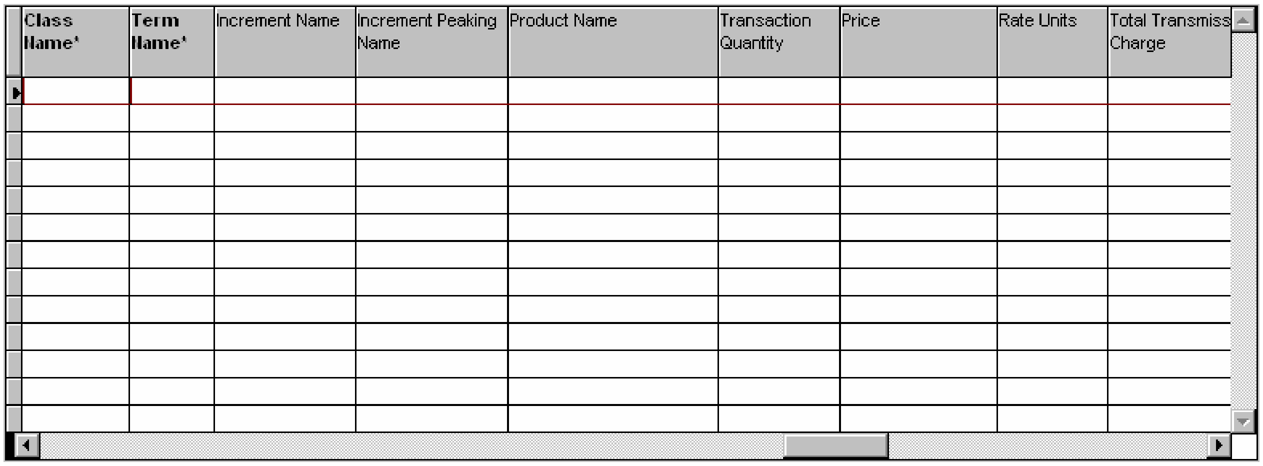
3. Transaction End Date: Use standard Date/Time format for manual entry. (MMDDYYYYHHMM). (REQUIRED)

4. Time Zone: Select a Time Zone value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: AD = Atlantic Daylight, AP = Atlantic Prevailing, AS = Atlantic Standard, CD = Central Daylight, CP = Central Prevailing, CS = Central Standard, ED = Eastern Daylight, EP = Eastern Prevailing, ES = Eastern Standard, MD = Mountain Daylight, MP = Mountain Prevailing, MS = Mountain Standard, NA = Not Applicable, PD = Pacific Daylight, PP = Pacific Prevailing, PS = Pacific Standard, UT = Universal Time.

Note: *At least <u>one of the **next** two</u> point of delivery fields* (Point Of Delivery Control Area or Point Of Delivery Specific Location*) is* REQUIRED *and must be entered.*

5. <u>Point of Delivery Control Area</u>: Enter Text.

6. <u>Point of Delivery Specific Location</u>: Enter Text.



7. <u>Class Name</u>: Select a Class Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: F = Firm, N/A, NF = Non-Firm, S = Secondary.

8. <u>Term Name</u>: Select a Term Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: LT = Long-Term, N/A, ST = Short-Term.

9. <u>Increment Name</u>: Select an Increment Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: 5x16, 5x8, 7x16, 7x8, D=Daily, H = Hourly, M=Monthly, N/A = Not Applicable, W = Weekly, Y = Yearly.

10. <u>Increment Peaking Name</u>: Select an Increment Peaking Name value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: FP=Full Period, N/A=Not Applicable, Undefined, OP=Off-Peak, P =On-Peak, SH=Shoulder, UL=Ultra Peak.

11. Product Name: Select a Product Name value using the pop-up list displayed when you click on the Product Name field . (REQUIRED)

List Values:

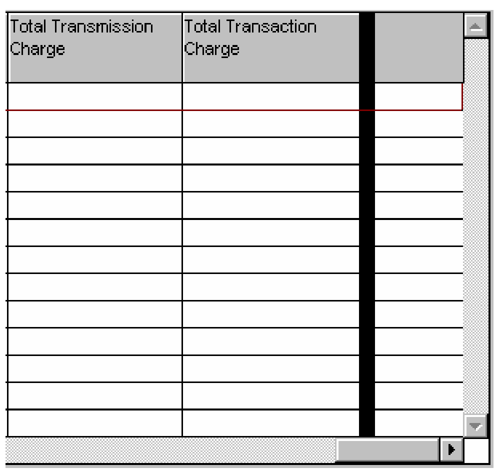
BACK-UP POWER
BILLING SERVICE
BOOKED OUT POWER
CAPACITY
COST-BASED POWER
CUSTOMER CHARGE
DEMAND CHARGE
DIRECT ASSIGNMENT FACILITIES CHARGE
DYNAMIC TRANSFER
ECONOMY POWER
MUST RUN
NETWORK
NETWORK OPERATING AGREEMENT
OTHER
PEAKING
POINT-TO-POINT
REACTIVE SUPPLY & VOLTAGE CONTROL
REAL POWER TRANSMISSION LOSS
REGULATION & FREQUENCY RESPONSE
RELIABILITY AGREEMENT

EMERGENCY ENERGY
ENERGY
ENERGY FURNISHED WITHOUT CHARGE
ENERGY IMBALANCE
EXCHANGE
FUEL CHARGE
FUEL REPLACEMENT ENERGY
GRANDFATHERED BUNDLED
INDEXED PEAKING
INTERCHANGE POWER
INTERCONNECTION AGREEMENT
LOAD FOLLOWING
MARGINAL PEAKING
MEMBERSHIP AGREEMENT
RETURN IN KIND TRANSACTIONS BETWEEN CONTROL AREAS
SALE WITH EXCHANGE
SCHEDULE SYSTEM CONTROL & DISPATCH
SPECIALIZED AFFILIATE TRANSACTIONS
SPINNING RESERVE
STANDARDS OF CONDUCT
SUPPLEMENTAL POWER
SUPPLEMENTAL RESERVE
SYSTEM BLACK START CAPABILITY
SYSTEM IMPACT AND/OR FACILITIES STUDY CHARGE(S)
SYSTEM OPERATING AGREEMENTS
TRANSMISSION OWNERS AGREEMENT
UNIT CAPACITY
UNIT POWER SALE

12. Transaction Quantity: Enter a numeric value. (REQUIRED)

13. Price: Enter a numeric value. (REQUIRED)

14. Rate Units: Select a Units value using the pop-up list displayed when you click on the field. (REQUIRED) Valid Values: $/KV, $/KVA, $/KVR, $/KW, $/KWH, $/KW-DAY, $/KW-MO, $/KW-WK, $/KW-YR, $/MW, $/MWH, $/MW-DAY, $/MW-MO, $/MW-WK, $/MW-YR, $/MVAR-YR, $/RKVA, CENTS, CENTS/KVR, CENTS/KWH, FLAT RATE.



15. Total Transmission Charge: Enter a numeric value. (REQUIRED) Enter 0 for no Transmission charge. (Transmission charges related to power sales are reportable).

16. Total Transaction Charge: Enter a numeric value. (REQUIRED)

Note: A single, aggregate Total Transaction Charge, for a single transaction, equals the price multiplied times the rate units plus the total transmission charge, if any.

If a transaction spans many lines, the Total Transaction charge should not be repeated on every line. It is permissible to list the total of each line on each line, but the "grand total" should not be repeated. The sum of all entries in the Total Transaction Charge should equal the total amount of power sales for the quarter.

17. Select the Save button to retain the data. To cancel select the Cancel or Close buttons and then select No at the displayed dialog box.

Deleting a Transaction from the Transactions grid

To Delete a Transaction from the Grid…

1. Select the row containing the desired Transaction from within the grid.

2. Select the Delete button.

The system removes the Transaction from the grid.

Using Reports

Click on the reports menu to select the type of report you want to view or print.

Validation Report. Select the Validation Report menu item to validate the data currently entered using the EQR system. The report is displayed on the EQR screen.

Validation Detail Listing Report. Select Validation Detail Listing Report to run a validation check of all contract, contract products and transactions. The function checks data and presents a screen showing Data Type and Date Item Identification, and a Jump To Item button which will point to specific errors that may be contained within the data.

Filing Status Report. If you previously submitted an EQR file to FERC for a selected quarter, the status report indicates when the EQR was last filed and what data, if any, has been revised since that time.

Contract Products Listing. This report enables you to see in a grid format, all contract and contract product data that been entered into the system for the selected period.

To view or print contract and contract products data, select the Contract Products Listing menu item. Select either screen or printer as the destination. If you select screen, you can either view the information or select specific pages to print. If you select Printer, enter the starting and ending page numbers for the print range and then click OK to print or Cancel to exit the print function.

Contract Transactions Listing. This report enables you to see a grid format, all transaction data that has been entered into the system for the selected period.

To view or print transactions data, select the Contract Transactions Listing menu item. Select either screen or printer as the destination. If you select screen, you can either view the information or select a specific page to print. If you select Printer, enter the starting and ending page numbers for the print range and then click OK to print or Cancel to exit the print function.

Export Contract Products. This report is similar to the import format for contract and contract products data that has been entered into the system. The resultant Excel spreadsheet data is not importable into the EQR Submission Software.

To download contract data and contract products data into an Excel spreadsheet format, select the Export Contract Products menu item (this data was manually entered using EQR software). A message will show the drive location of the exported file. Make a note of that location, then click OK. To find the exported contact products data, use Windows Explorer to go to the noted drive location.

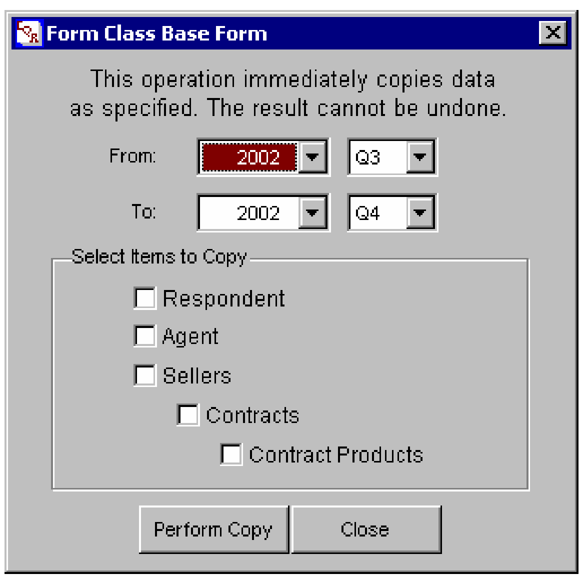
Export Transactions. . This report is similar to the import format for transactions data that has been entered into the system. The resultant Excel spreadsheet data is not importable into the EQR Submission Software.

To download transactions data into an Excel spreadsheet format, select the Export Transactions menu item (this data was manually entered using EQR software). A message will show the drive location of the exported file. Make a note of that location, then click OK. To find the exported contact products data, use Windows Explorer to go to the noted drive location.

Copying Data from Previous Period Function

The Copy Data function allows you to copy into the current quarter, data filed in the previous quarter. It is can be used for Respondent, Agent, Seller, Contract and Contract Products Data.

1. Verify at the top of the application that the year and quarter shown at the top of the application are the current year and quarter for which you are preparing a report.
2. Select Options from the Menu Bar.
3. Select Copy Data from Previous Period
4. Select the period FROM which you will copy and the period TO which you will copy.



The Copy Data choices are: Respondent, Agent, Sellers, Contracts, and/or Contract Products. If your Copy selection includes Seller, Contract or Contract product information, a message will appear informing you that if you have already entered data in the quarter that you choose to Copy Data into, your previously entered data will be overwritten.

5. Select the types of data you wish to copy.

Note: If the areas you select were blank in the previous quarter a warning message will appear indicating that data from the previous quarter was not completed. If you continue, the Copy Data function will delete any data you may have already entered into the current quarter and leave all fields blank.

Note: Transaction information cannot be copied forward and must be either manually entered or imported each quarter.

6. After data has been copied to the current quarter and has populated the selected areas, Save the data at each screen.

Importing or Appending Data into the EQR

The EQR System allows the user to import or append formatted csv files into the system in lieu of manually entering the data using data entry screens. With the exception of formats specifically noted as pertaining only to manual entry, the guidance earlier in this document also pertains to imported and appended data. ID Data, Contract/Contract Product, and Transactions data are filed in three separate files.

Csv files may be generated directly by a utility's internal system or by creating a spreadsheet file and converting it to csv format.

Format

1. Files that have been formatted in accordance with FERC standards using the Excel Conversion Template found at www.ferc.gov/Electric/eqr/EQR-dataspec.xls can be imported or appended into the EQR system.
2. On the next webpage, click on This Excel Spreadsheet. An excel template will appear with three tabs on the gray bar at the bottom of the screen.
3. Select a tab.
4. The spreadsheet chosen presents the column title, field numbers and other pertinent format information.

Data Preparation

Filer Information

1. The Respondent is the public utility taking responsibility for the filing. Complete contact information, except for the respondent's title, is Required. Enter FR in the first field on this line.

In many cases, the filing is on behalf of a single Seller, and the Respondent and Seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as Sellers, a service company making a filing on behalf of affiliated Sellers, or an RTO/ISO making a filing on behalf of its member utilities. (After a successful submission, a confirmation email is sent to the Respondent's email address.)

2. Sellers are public utilities that have tariffs and/or rate schedules on file at FERC. (To be listed as a Seller, the company need only to have received authority from FERC to make power sales. It need not

have actually made any power sales.) The Seller name and DUNS number are required. The other Seller contact information is optional. The first field in a seller line should begin with FS. Enter FS1 in the first field of the first Seller listed and increment it by 1 (i.e., FS2, FS3…) for each additional seller listed.

3. The Agent is the party that physically makes the submission to FERC. (After a successful submission to FERC, a confirmation email is sent to the Agent's email address, if different from the Respondent email address.) The Agent Company Name is Required. The other Agent contact information is optional.

Contract and Contract Product Information

1. The first twelve fields on the Contract Template apply to the entire contract/service agreement. The last twenty fields in the template apply to the contract product. Contract Products describe the commodities or services available for sale or being agreed to in the contract. All contracts must include at least one contact product. If a contract includes multiple products, each product must be listed on a separate row.

2. Four fields must match exactly between the Contract and Transactions Templates. They are: Seller Company Name, Customer Company Name, FERC Tariff Reference, and Contract Service Agreement ID.

3. The Contract Unique ID must begin with the letter C, and is used in a system import algorithm to relate contract products to the correct contract. Once the contract file has been imported, this C number is replaced by a system generated Unique ID. The first Contract should be listed as C1 in this field, and incremented by 1 (i.e., C2, C3, C4) for each additional contract. If a contract is deleted from an import file, it is not necessary to renumber the remaining contracts, as long as the Contract Unique ID is not repeated within a quarter.

4. The Seller Company name must be spelled exactly as listed on both the Filer and Transactions spreadsheets.

5. The Customer Company Name must be spelled exactly as listed as the Customer Company Name listed in any applicable Transactions.

6. The Customer DUNS Number is a required field, as stated in the final rule. Filings that are missing DUNS numbers, for companies which have them, are incomplete.

7. Contract Affiliate. Is the Seller's contract with a company affiliate? Enter Y or N.

8. The FERC Tariff Reference should list the tariff and/or rate schedule approved by FERC. For independent power marketers, this is likely to be "Rate Schedule No. 1," the rate schedule authorizing sales at market based rates.

9. Contract Service Agreement ID is a unique (company) ID given to each service agreement. It may be the number assigned by FERC for those service agreements that have been filed and approved by the Commission, or it can be an internal numbering system. The filer must be able to readily identify and produce a contract based on the Contract Service Agreement ID.

10. Dates: There are six date fields in the contract template. The first four relate to the contract itself, and the last two address the contract products. The import format for the first four date fields is YYYYMMDD. For the Begin and End Dates the correct format is YYYYMMDDHHMM. The fields are:

a. Contract Execution Date is the date the contract was signed. If the parties signed on different dates, or there are different contract amendments, use the latest date signed as the contract execution date.

b. Contract Commencement Date is the first date the contract was effective - frequently the first date of service under a contract.

c. Contract Termination Date is the date specified (if any) in the contract that its terms will expire.

d. Actual Termination Date is the date the contract actually terminates. This could be the contract termination date, or any other date the parties agree to. This is not normally a projected date and the field will only be completed after the contract has been terminated.

e. Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract. If all products listed in the contract begin and end on the same dates as the contract does, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. An example of when and how these fields should be used is this: in a five-year power sales contract with a different quantity and price specified for each year, the product (power) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

11. At least one of the four rate fields (rate, rate minimum, rate maximum, rate description) must be completed. For example, most market-based rates should state "Market-Based Rate" in the Rate Description Field. If the service does not have a rate, NA should be entered in the rate description field.

12. Time Zone: This is a 2 alpha character required field.

13. For specifics on required fields and field length, see Appendix A.

Transaction Information

Transaction data must be submitted for all power sales pursuant to 18 CFR Part 35 tariffs on file with FERC including cost-based and market-based rate sales.

Transmission transactions that are related to power sales must be reported. Pure transmission unrelated to any power sale is not required.

1. The Transaction Unique ID must begin with the letter T, and is used in a system import algorithm to relate transactions to contract and contract products. Once the transaction has been imported, this T number is replaced by a system generated Unique ID. The first Transaction Contract should be listed as T1 in this field, and incremented by 1 (i.e., T2, T3, T4) for each additional transaction. If a transaction is deleted from an import file, it is not necessary to renumber the remaining transactions, as long as the Transaction Unique ID is not repeated within a quarter.

2. There are 22 Transaction fields, 21 of which are Required. In Point of Delivery Control Area and Point of Delivery Specific Location fields, only one of two fields is required.

3. Four fields must match exactly between the Contract and Transactions Templates. They are: Seller Company Name, Customer Company Name, FERC Tariff Reference, and Contract Service Agreement ID.

4. The Seller Company name must be spelled exactly as listed on both the Filer and Contract spreadsheets.

5. The Customer Company Name must be listed exactly as shown on the Contract template.

6. FERC Tariff Reference and Contract Service Agreement ID must be listed exactly as shown on the Contract Template.

7. Transaction begin and end dates and times reflect transaction flow. The ending date/time is after and cannot be before the beginning date/time. Midnight is shown as 2359 not 2400.

7. Product Name. See Appendix A for valid values.

8. The system will allow both positive and negative numbers in the Price, Total Transmission Charge and Total Transaction Charge fields. A single, aggregate Total Transactions Charge, for a single transaction, equals the price multiplied times the rate units plus power sale transmission charge, if any.

Converting data from Excel to .csv format

Conversion must be done one sheet at a time. In Excel, unless you have not already previously done so, eliminate all but one row above the first row of actual company data to be imported.

1. Choose "Save as" from the file menu.

2. In the "Save as Type" box at the bottom of the screen, select .csv (MS-DOS)(*.csv).

3. Enter a file name. Make note of the file name and its location.

4. Save.

5. You will get warnings about data formats being lost and being able to save one sheet at a time. Say Yes to both.

6. Your file should be saved as a .csv file. Make note of the name and location of the file.

7. If you have to make any changes to the file after that, go back to the original Excel file, make changes, resave, and reconvert.

Note: Working with a csv file in Excel will cause formatting problems and the file will not successfully import.

8. Work with .csv files in Notepad – do not pull the .csv file into Excel.

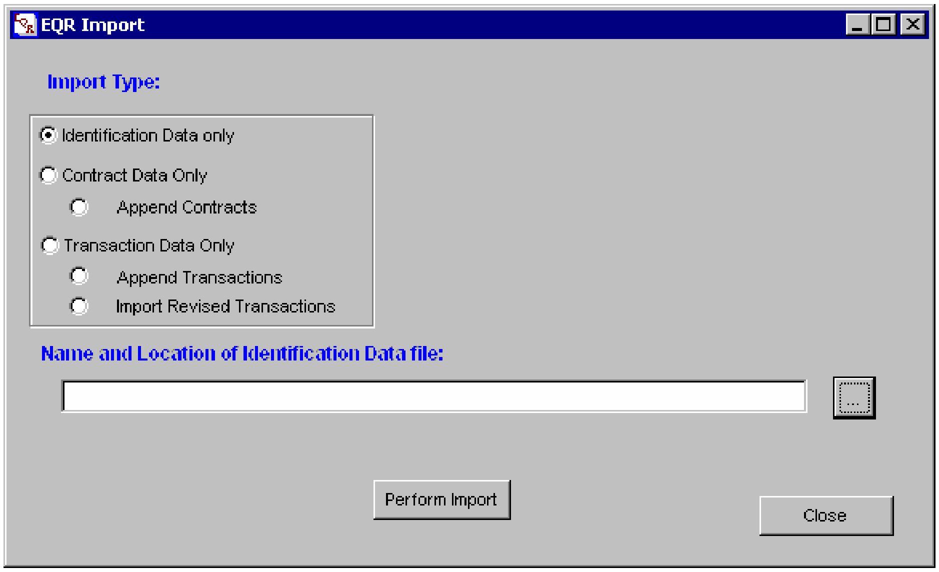
9. Properly formatted, sample .csv files for viewing can be found at www.ferc.gov/Electric/EQR/eqr-csv-sample.htm

To Import or Append Data into EQR...

Note: It is critical that each file should have exactly, and no more than, one row of header data. (It does not matter what the data is, since the system discards it in the import process).

The IMPORT function over-writes any existing data that you have entered or imported into a designated database area. (For example, imported contract data will over-write any existing contract data and delete its related transactions).

The APPEND function does not over-write existing data, it adds to it.



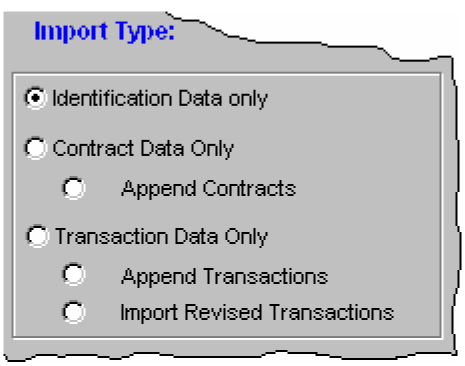
Imported or appended data must be separated into three files and imported in the following order – ID Data, Contract and Contract Products, and Transaction data – representing the three Excel spreadsheets found in the template.

To Import or Append Contract information, complete Respondent, Seller and Agent ID Data must already have been entered or imported, including Seller Company Name.

To Import or Append Transactions, relative Contract information must already have been entered or imported.

1. Select the Import button to display the EQR Import screen.

2. Use the Import Type fields to designate the import type: Identification Data only; Contract Data Only, Append Contract Data, Transaction Data Only, Append Transactions, or Import Revised Transactions (to import corrective transactions and/or update transactions already submitted to FERC).



3. Enter the desired file name in the Name and Location of Identification Data file field or use the Browse Button (labeled with three dots) and dialog box to locate and designate the source file.

4. Select the Perform Import button to begin the import process.

The system displays the EQR Loading Data Screen with the Processing field and Status display field.

The system then displays one of the following displayed prompts:

The data can now be loaded into the system (by clicking the Load Data button)

OR

Data cannot be loaded. There were critical Import errors detected. These must be corrected before data can be imported

During the import or append process, the system performs numerous validation checks to ensure data integrity. If a validation check finds missing or inconsistent data (e.g., a company name spelled differently or transactions occurring outside of the reporting quarter), the import or append will fail. A report will be generated which explains the failure.

To view data import errors, select the view import errors button. To view the messages resulting from the system's validation of data, select the view data validation msgs button.

Note: The error report can be a bit overwhelming if you are trying to decipher problems when importing a large amount of data. In many cases, what looks like numerous problems may be one or two problems repeated on many lines of data, resulting in a large error file. It may be easier to try to import the first line or two of data rather than the whole file. If that is also unsuccessful, the error report can be printed out and absorbed more easily. Once the error is diagnosed, the solution can frequently be applied to the whole file.

5. Use the Validation Detail Listing Report function in the Reports button, on the menu bar, if the import is unsuccessful, to specifically detail where your data errors are.

6. Correct errors.

7. Select the Load Data button to complete the Import or Append process.

8. Select the Close button, twice to exit the Import/Append process.

Amending EQR Data

It is possible to load data which contains certain omissions or errors. This was made possible to allow utilities that have automated systems, which may not include all required data elements, to be able to take electronic advantage of what data they do have. This requires them to manually enter only the remaining data elements. Even if the data can load, if there are any data validation errors, they have to be fixed before the EQR can be submitted to FERC.

Note: When revising contract and/or transaction data, it is necessary to resubmit the data to FERC after the changes have been made in order for FERC to receive those changes. (Simply making the changes in your database does not constitute a submission).

Revising Contract Data

To revise previously filed contract data, there are two ways to proceed:

1. Open the EQR application and make the desired changes and/or additions manually in the system. This method is best used when there are only a few changes to be made.

2. Use the Append Contracts function to import additional data that was missing from the original filing. This will add contracts (and/or contract products) to your EQR without overwriting the data that exists in your system.

Note: If you re-import contract data by using the Contract Data Only function (as opposed to using the Append function), the system will delete all transactions previously entered for that quarter. Therefore, it is not advisable to change your .csv file and use the Contract Data Only import function to change contract data. If you do so, you will need to re-import all of your transactions.

Revised data filed with the Commission is tagged with a new date indicating that the original file has been amended. This tagging is done on a row by row basis. When data is resubmitted, the entire file is sent to FERC. Both the original and the new submission are stored in our database. FERC staff can see which records have been changed. Currently, for the purposes of the dissemination system, the revised filing replaces the previously submitted EQR.

Revising Transaction Data

There are four ways to revise previously submitted Transaction data.

1. Go into the EQR application, select the appropriate year and quarter, and manually make the desired changes and/or additions. This method is best used when there are only a few changes to be made. Save. Submit filing to FERC.

2. Append Transactions: Format the new transactions in the appropriate .csv format, ensuring that the Transaction Unique Identifiers (T#'s) and Transaction IDs were not previously used in the original submission. This function will add transactions to your original EQR submission without overwriting existing data in your application. Select the Import button from the Menu bar. Select the Append Transactions function to import additional data from the .csv file into the application. Submit filing to FERC.

3. Import Revised Transactions: Format the revised transactions in the appropriate .csv format, ensuring that the Transaction Identifiers for the revised data exactly match the Transaction Identifiers for the data you wish to replace. This function will overwrite selected, incorrect data in your original submission. Select the Import button from the Menu bar. Select the Import Revised Transactions function to import revised transactions form the .csv file and correct the original filing. Import. The system will replace the "bad" transactions with the new data. (It deletes the existing transactions with Transaction Identifiers that match the Transaction Identifiers in the new data, and appends the new data. Be aware that all rows of a transaction with the selected Transaction Identifiers will be overwritten. Therefore, if you are just changing one row of a transaction, all the unchanged rows with the same Transaction Identifiers will need to be included in the revised data import.) Submit filing to FERC.

The Import Revised Transactions function is useful when you have several transactions to revise. (An example of its use would be if a utility sells into a market (such as California) which does not provide detailed price data for the last month of the quarter in time to file the EQR. The initial EQR filed would use price estimates. When the actuals become available, that block of transactions could be revised using the Import Revised Transactions feature.)

4. Finally, if there is a problem with all of the transactions previously reported, a new import file can be created, according to the FERC format, and imported just as the initial import was performed. The new data will completely overwrite the previously filed transaction data. Submit the new filing to FERC.

Note: In all of these cases, once the original data has been updated, the EQR must be resubmitted to FERC in the same manner as the original submission. (Revising the data in your application on your PC or network does not automatically update your data at FERC. It has to be resubmitted.)

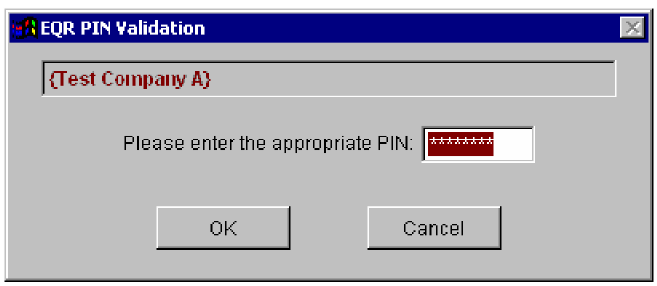
Revised data filed with the Commission is tagged with a new date indicating that the original file has been amended. This tagging is done on a row by row basis. When the data is resubmitted, the entire file is sent to FERC. Both the original and the new submission are stored in our database. FERC staff can determine which records have been changed. Currently, for the purposes of the dissemination system, the revised filing replaces the previously submitted EQR.

Submit Filing to FERC

1. To submit your EQR filing to FERC, select Submit Filing to FERC on the menu bar at the top of the screen.

The process invokes sending your submission to FERC. The data submitted is based on the currently selected Respondent, Year, and Quarter. When you select Submit Filing to FERC, the system displays the EQR PIN Validation screen. Note: You can also select this function by clicking the Submit Filing to FERC item, located in the Options menu.

2. Enter the PIN code for the Respondent, provided to you by FERC. Without the correct PIN, the system will not send the filing. This ensures that only the appropriate respondents will be able to submit data. The application does not remember your password from quarter to quarter.



3. After the PIN is entered, select OK or Cancel.

4. If OK is selected, a summary screen is presented displaying the data about to be submitted. There is an area where text can be added to the submission. (Note: This text is not likely to be read at FERC. It is merely logged and stored. Therefore, do not use this area to communicate data content issues to FERC. This should not be used to describe issues about contained contracts, products, or transactions.)

Note: When resubmitting data to FERC, or submitting a subsequent EQR, it will appear that the PIN code has been retained. It is not auto-filled. You will need to retype your PIN code each time you submit a filing to FERC, for security reasons.

Troubleshooting

Use the following information for troubleshooting problems.

If you have problems – please read this carefully!

You may experience problems downloading your initial database or obtaining the automatic updates mentioned at the beginning of this document. Either of these problems can usually be traced to your Network Firewall which protects your network from outside interference. The software will work well at most locations. However, if you have a problem with these two issues, your only recourse is to contact your Information Technology Specialist to request that an accommodation be made for the FERC EQR application.

If it appears that the software quits unexpectedly, returns a system error, or otherwise acts in an abnormal manner, report these problems to FERC and we will work to resolve them. (See reporting procedures below.)

If there are bugs in the software, we will fix them, and distribute updates to the EQR software which will be automatically downloaded to your system when you log on. If you are unable to receive automatic updates, you will need to download and install the EQR software each time there is an EQR system version update. (The software has version numbers that change as we apply corrections or improvements are applied.)

EQR.log

When you send FERC an e-mail regarding any errors or problems, the EQR.log file must be attached to the e-mail. This file is located in the EQR application directory: When attaching the log file, use the e-mail application's Open dialog box to navigate to the local storage device (such as C drive) and directory (probably C:\ferc\eqr\) to which you installed the EQR software (Note: You can also use Windows Explorer to locate this file). Be sure to put the word "EQR" in the Subject of the e-mail. However, if you do not attach the EQR log file, we will send a reply e-mail. Your company's IT specialists are welcome to review the log file and help diagnose any problems you may be experiencing.

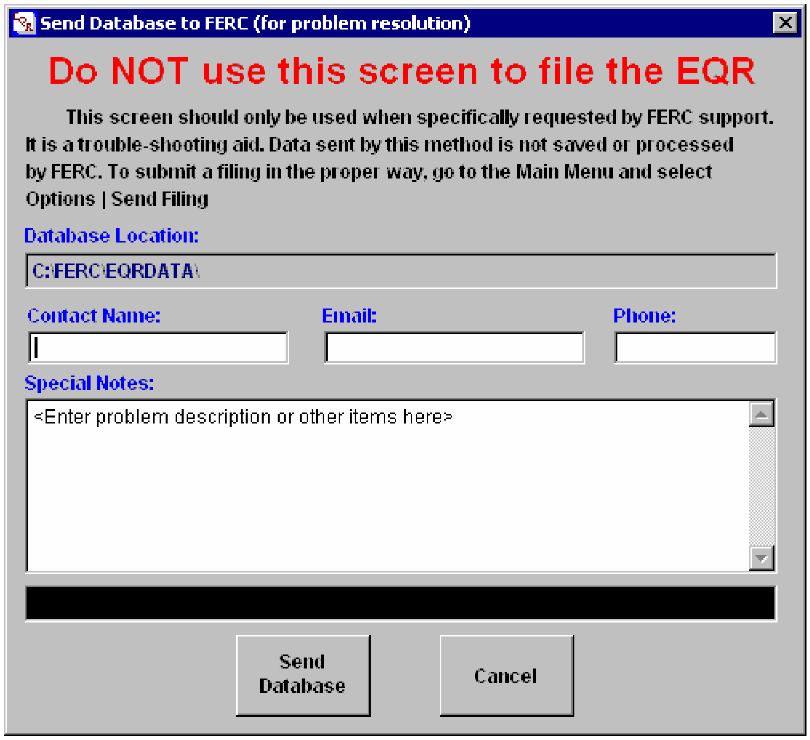
Contacting FERC.

Send e-mails regarding the EQR or suggesting possible software application improvements to ferconlinesupport@ferc.gov. If you are reporting an error, attach the EQR.log file to your e-mail. In all e-mails, please put the acronym EQR in the e-mail Subject field (with a space on either side). This permits FERC software to categorize your e-mail, resulting in a faster response. A sample subject line might read: Subject: EQR Problem with Updating. Also, you can call the On-Line Support Staff at 866-208-3676 (or in Washington, DC at 202-502-6652).

Sending the EQR Database to FERC

Note: <u>Do not use this option to submit your EQR filing to FERC</u>. Data sent to FERC this way is not an EQR submission. It is not processed and logged - it is simply sent directly to FERC technical support staff to see if a problem can be found and corrected in the database itself. This process should only be used when requested by FERC technical support via e-mail or phone.

1. Click on Options on the menu bar at the top of the screen.
2. Click on "Troubleshooting – send DB to FERC" option when the system cannot be recovered or problems are still occurring.
3. Enter your name into the Contact Name field.
4. Enter your E-Mail address into the Email field.
5. Enter your telephone number into the Phone field.
6. Enter text describing your problem or specific situation into the Special Notes field, <u>including the name of the FERC staff member with whom you've corresponded or discussed the problem</u>.
7. Select the Send Database button to forward your database to FERC, or select Cancel.


Send Database to FERC (for problem resolution)
Do NOT use this screen to file the EQR
This screen should only be used when specifically requested by FERC support. It is a trouble-shooting aid. Data sent by this method is not saved or processed by FERC. To submit a filing in the proper way, go to the Main Menu and select Options | Send Filing
Database Location:
C:\FERC\EQRDATA\
Contact Name:
Email:
Phone:
Special Notes:
<Enter problem description or other items here>
Send Database
Cancel

Appendix A: EQR Data Elements

EQR Data Element Details

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
Respondent Data	Respondent Name	70/Char	Not editable
	DUNS (R)	9/Char	A nine-digit number with no dashes
Respondent Contact Data	Name (R)	50/Char	Seller's Name. Duplicates not allowed
	Title (R)	50/Char	Contact's Title (such as Contract Administrator and Regulatory Affairs Director).
	Phone (R)	20/Char	Respondent contact's Phone number
	Address (R)	4/Memo	Respondent contact's Address
	City (R)	30/Char	Respondent contact's City name
	State (R)	2/Char	Two character State or Province abbreviation
	Zip (R)	10/Char	Postal Service ZIP code
	Country Name (R)	20/Char	List Values: CA - Canada MX - Mexico US - US.
	Email (R)	100/Char	Respondent contact's E-Mail address
Sellers Data	Seller Name (R)	70/Char	Seller's Name. Duplicates not allowed
	DUNS (R)	9/Char	A nine-digit number with no dashes
Seller Contact Data	Name	50/Char	Contact's complete name
	Title	50/Char	Seller contact's Title (such as Contract Administrator and Regulatory Affairs Director)
	Phone	20/Char	Contact's Phone number
	Address	4/Memo	Seller's Address
	City	30/Char	Seller's City name
	State	2/Char	Two character State or Province abbreviation
	Zip	10/Char	Postal Service ZIP code
	Country Name	2/Char	List Values: CA - Canada MX - Mexico US - US
	Email	100/Char	Seller's Contact E-Mail address

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
Agent Data	Agent Company Name (R)	70/Char	Agent company's name
	DUNS	9/Char	A nine-digit number with no dashes
	Name	50/Char	Agent's complete Name
	Title	50/Char	Agent's Title (such as Contract Administrator and Regulatory Affairs Director)
	Phone	20/Char	Agent's Phone number
	Address	4/Memo	Agent's Address
	City	30/Char	Agent's City name
	State	2/Char	Two character State or Province abbreviation
	Zip	10/Char	Postal Service ZIP code
	Country Name	2/Char	List Values: CA - Canada MX - Mexico US - US
	Email	100/Char	Agent contact's E-Mail address
Contracts	Seller (R)	70/Char	Seller value (from list of entries)
	Customer (R)	70/Char	Customer name
	FERC Tariff Reference (R)	60/Char	Contract's FERC tariff reference number
Contract Data	Contract Service Agreement ID (R)	30/Char	Alpha-numeric identifier unique to each contract; Given to each service agreement
	Customer DUNS field (R)	15/Char	A nine-digit number with no dashes
	Affiliate (R)	1/Char	Is contract with a company affiliate? Y or N
	Contract Execution Date (R)	8/Date	Date contract was signed. Use latest date signed for multiple dates. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Contract Commencement Date (R)	8/Date	First date contract was effective; frequently the first date of service under a contract. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Contract Termination Date	8/Date	Date specified in contract on which contract will expire. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Actual Termination Date	8/Date	Date contract actually terminated. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Extension Provision Description (R)	4/Memo	Descriptive Text
Contract Product Data	Product Type Name (R)	5/Char	List Values: CB - Cost-Based MB - Market-Based Other - Other S - Services T – Transmission
	Product Name (R)	50/Char	List Values: BACK-UP POWER BILLING SERVICE BOOKED OUT POWER CAPACITY COST-BASED POWER

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			CUSTOMER CHARGE DEMAND CHARGE DIRECT ASSIGNMENT FACILITIES CHARGE DYNAMIC TRANSFER ECONOMY POWER EMERGENCY ENERGY ENERGY ENERGY FURNISHED WITHOUT CHARGE ENERGY IMBALANCE EXCHANGE FUEL CHARGE FUEL REPLACEMENT ENERGY GRANDFATHERED BUNDLED INDEXED PEAKING INTERCHANGE POWER INTERCONNECTION AGREEMENT LOAD FOLLOWING MARGINAL PEAKING MEMBERSHIP AGREEMENT MUST RUN NETWORK NETWORK OPERATING AGREEMENT OTHER PEAKING POINT-TO-POINT REACTIVE SUPPLY & VOLTAGE CONTROL REAL POWER TRANSMISSION LOSS REGULATION & FREQUENCY RESPONSE RELIABILITY AGREEMENT RETURN IN KIND TRANSACTIONS BETWEEN CONTROL AREAS SALE WITH EXCHANGE SCHEDULE SYSTEM CONTROL & DISPATCH SPECIALIZED AFFILIATE TRANSACTIONS SPINNING RESERVE STANDARDS OF CONDUCT SUPPLEMENTAL POWER SUPPLEMENTAL RESERVE SYSTEM BLACK START CAPABILITY SYSTEM IMPACT AND/OR FACILITIES STUDY CHARGE(S) SYSTEM OPERATING AGREEMENTS TRANSMISSION OWNERS AGREEMENT UNIT CAPACITY UNIT POWER SALE
	Class Name (R)	4/Char	List Values: F - Firm N/A - Not Applicable NF - Non-Firm S – Secondary
	Term Name (R)	4/Char	List Values: LT - Long-Term N/A - Not Applicable ST - Short-Term

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
	Increment Name (R)	4/Char	List Values: 5x16 5x8 7x16 7x8 H - Hourly D - Daily M - Monthly N/A - Not Applicable W - Weekly Y - Yearly
	Increment Peaking Name (R)	4/Char	List Values: FP - Full Period N/A - Not Applicable, Undefined OP - Off-Peak P - On Peak SH - Shoulder UL - Ultra Peak
	Quantity	17/Num	Numeric
	Units	10/Char	List Values: FLAT RATE KV KVA KVR KW KWH KW-DAY KW-MO KW-WK KW-YR MVAR-YR MW MWH MW-DAY MW-MO MW-WK MW-YR RKVA
	Rate [1]	17/Num	Numeric
	Rate Minimum *	17/Num	Numeric
	Rate Maximum *	17/Num	Numeric
	Rate Description *	150/Char	Descriptive text
	Rate Units	10/Char	List Values: $/KV $/KVA $/KVR $/KW $/KWH $/KW-DAY $/KW-MO $/KW-WK

[1] At least one of these four fields (Rate, Rate Minimum, Rate Maximum, and Rate Description) is REQUIRED.

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			$/KW-YR $/MW $/MWH $/MW-DAY $/MW-MO $/MW-WK $/MW-YR $/MVAR-YR $/RKVA CENTS CENTS/KVR CENTS/KWH FLAT RATE
	Point of Receipt Control Area	50/Char	Text
	Point of Receipt Specific Location	50/Char	Text
	Point of Delivery Control Area	50/Char	Text
	Point of Delivery Specific Location	50/Char	Text
	Begin Date	14/ Date/Time	Date/Time format. Format for manual entry is (MMDDYYYYHHMM). Format for .csv import is (YYYYMMDDHHMM).
	End Date	14/ Date/Time	Date/Time format. Format for manual entry is (MMDDYYYYHHMM). Format for .csv import is (YYYYMMDDHHMM).
	Time Zone (R)	2/Char	List Values: AD - Atlantic Daylight AP - Atlantic Prevailing AS - Atlantic Standard CD - Central Daylight CP - Central Prevailing CS - Central Standard ED - Eastern Daylight EP - Eastern Prevailing ES - Eastern Standard MD - Mountain Daylight MP - Mountain Prevailing MS - Mountain Standard NA - Not Applicable PD - Pacific Daylight PP - Pacific Prevailing PS - Pacific Standard UT - Universal Time
Transaction Data	Transaction Unique Identifier(R)	24/Char	Alpha-numeric
	Transaction Begin Date (R)	14/ Date/Time	Date/Time format for manual entry is (MMDDYYYYHHMM). Date format for .csv import is (YYYYMMDDHHMM).
	Transaction End Date (R)	14/ Date/Time	Date/Time format for manual entry is (MMDDYYYYHHMM). Date format for .csv import is (YYYYMMDDHHMM)

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
	Time Zone (R)	2/Char	List Values: AD - Atlantic Daylight AP - Atlantic Prevailing AS - Atlantic Standard CD - Central Daylight CP - Central Prevailing CS - Central Standard ED - Eastern Daylight EP - Eastern Prevailing ES - Eastern Standard MD - Mountain Daylight MP - Mountain Prevailing MS - Mountain Standard NA - Not Applicable PD - Pacific Daylight PP - Pacific Prevailing PS - Pacific Standard UT - Universal Time
	Point of Delivery Control Area *	50/Char	Text
	Point of Delivery Specific Location *****	50/Char	Text
	Class Name (R)	4/Char	List Values: F - Firm N/A - Not Applicable NF - Non-Firm S - Secondary
	Term Name (R)	4/Char	List Values: LT - Long-Term N/A - Not Applicable ST - Short-Term
	Increment Name (R)	4/Char	List Values: 5x16 5x8 7x16 7x8 D - Daily H - Hourly M - Monthly N/A - Not Applicable W- Weekly Y - Yearly
	Increment Peaking Name (R)	4/Char	List Values: FP - Full Period N/A - Not Applicable, Undefined OP - Off-Peak P - On Peak SH - Shoulder UL - Ultra Peak
	Product Name (R)	50/Char	List Values:

* At least one of these two fields (Point of Delivery Control Area or Point of Delivery Specific Location) is REQUIRED.

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			BACK-UP POWER BILLING SERVICE BOOKED OUT POWER CAPACITY COST-BASED POWER CUSTOMER CHARGE DEMAND CHARGE DIRECT ASSIGNMENT FACILITIES CHARGE DYNAMIC TRANSFER ECONOMY POWER EMERGENCY ENERGY ENERGY ENERGY FURNISHED WITHOUT CHARGE ENERGY IMBALANCE EXCHANGE FUEL CHARGE FUEL REPLACEMENT ENERGY GRANDFATHERED BUNDLED INDEXED PEAKING INTERCHANGE POWER INTERCONNECTION AGREEMENT LOAD FOLLOWING MARGINAL PEAKING MEMBERSHIP AGREEMENT MUST RUN NETWORK NETWORK OPERATING AGREEMENT OTHER PEAKING POINT-TO-POINT REACTIVE SUPPLY & VOLTAGE CONTROL REAL POWER TRANSMISSION LOSS REGULATION & FREQUENCY RESPONSE RELIABILITY AGREEMENT RETURN IN KIND TRANSACTIONS BETWEEN CONTROL AREAS SALE WITH EXCHANGE SCHEDULE SYSTEM CONTROL & DISPATCH SPECIALIZED AFFILIATE TRANSACTIONS SPINNING RESERVE STANDARDS OF CONDUCT SUPPLEMENTAL POWER SUPPLEMENTAL RESERVE SYSTEM BLACK START CAPABILITY SYSTEM IMPACT AND/OR FACILITIES STUDY CHARGE(S) SYSTEM OPERATING AGREEMENTS TRANSMISSION OWNERS AGREEMENT UNIT CAPACITY UNIT POWER SALE
	Transaction Quantity (R)	17/Num	Numeric
	Price (R)	17/Num	Numeric
	Rate Units (R)	10/Char	List Values:

Screen/Parent Element	Field/Data Element	Field Length / Data Type	Value/Details
			$/KV $/KVA $/KVR $/KW $/KW-DAY $/KW-MO $/KW-WK $/KW-YR $/KWH $/MW $/MW-DAY $/MW-MO $/MW-WK $/MW-YR $/MVAR-YR $/MWH $/RKVA CENTS CENTS/KVR CENTS/KWH FLAT RATE
	Total Transmission Charge (R)	17/Num	Numeric (0 = None)
	Total Transaction Charge (R)	17/Num	Numeric